

Certificate

Office Assistant

Year 1

1st Semester			Credit	Contact	√
CIS	101	Computer Concepts and Applications	4	4	
OIS	108	Document Processing	2	3	
OIS	150	Word Processing Applications	4	4	
OIS	191	Business English and Proofreading	3	3	
APRVE	003	Approved Elective 3 Credit	3	3	
Total Hours:			16	17	

2nd Semester			Credit	Contact	√
BUSN	195	Business Communications	3	3	
CIS	123	Microsoft PowerPoint	1	1	
CIS	130	Spreadsheet Applications	3	3	
OIS	117	Records Management	2	2	
OIS	250	Adv Word Processing Applications	3	3	
APRVE	004	Approved Elective 4 Credit	4	4	
Total Hours:			16	16	

Program Total:	32	33
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Approved Electives: Choose a minimum of 7 cr.: CIS 115 (3), CIS 125 (2), CIS 140 (3), OIS 218 (2), OIS 234 (4), OIS 260 (4).

Notes: Keyboarding proficiency is necessary for the successful completion of this certificate. Students must complete a keyboarding competency test or enroll in OIS 090, Beginning Keyboarding.

This map is intended to be used in conjunction with your academic advisor.