

 	CAREER ENHANCEMENT CERTIFICATE ADMINISTRATIVE SERVICES AND OFFICE APPLICATIONS - FORMATTING AND OFFICE SKILLS	1920 Catalog Effective Summer 2019
	<i>The catalog in force is assigned to students based on the academic year they first applied to the college, and changes only when students change their major or request the change in writing. Refer to Policy No. 3357:15-13-28.</i>	2127

Business and Information Technology Division

Digital Media and Administrative Technologies Department

Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
AOT121	Keyboarding/Formatting^	3	AOT101 or Proficiency	
AOT129	Keyboarding Skill Building	1	AOT121	
AOT130	Editing, Proofreading, and Language Skills	3		
AOT132	Records Management^	3	IDS102 or Proficiency	
AOT127	Word Processing - Microsoft Word^	3	ITD100 or Proficiency	
ITD122	Computer Applications for Professionals^*	3	ITD100 or Proficiency	
TOTAL CREDIT HOURS		16		

STUDENT ADVISING NOTES

Academic Advising

Students should make an appointment to see their advisor before registering for classes each semester. They should have prepared a completed registration form, including courses they wish to take, prior to this meeting.

First Semester

		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
ITD122	Computer Applications for Professionals^*	3	ITD100 or Proficiency
AOT121	Keyboarding/Formatting^	3	AOT101 or Proficiency
AOT130	Editing, Proofreading, and Language Skills	<u>3</u>	
		9	

Second Semester

AOT129	Keyboarding Skill Building	1	AOT121
AOT132	Records Management^	3	IDS102 or Proficiency
AOT127	Word Processing - Microsoft Word^	<u>3</u>	ITD100 or Proficiency
		7	
TOTAL CREDITS		16	

^Based upon SSC placement score

*Successful completion of ITD102, ITD104, ITD105, and ITD106 is equivalent to and may be substituted for ITD122