



CAREER ENHANCEMENT CERTIFICATE

ADMINISTRATIVE SERVICES AND OFFICE APPLICATIONS – MICROSOFT APPLICATIONS PROFESSIONAL



1920 Catalog
Effective Summer 2019

5024

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.

Business and Information Technology Division

Digital Media and Administrative Technologies Department

Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
AOT107	Digital Technologies	1		
AOT127	Word Processing – Microsoft Word [^]	3	ITD100 or Proficiency	
AOT226	Spreadsheet – Microsoft Excel [^]	3	ITD100 or Proficiency	
AOT236	Database Applications – Microsoft Access ^{^▲+}	3	ITD100 or Proficiency	
ITD104	Computer Applications – PowerPoint [^]	1	ITD100 or Proficiency	
ITD108	Microsoft – Outlook [^]	1	IDS102 or Proficiency	
ITD140	Digital Project Management	3	ITD100 or Proficiency	
TOTAL CREDIT HOURS		15		

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>
ITD104	Computer Applications – PowerPoint [^]	1	ITD100 or Proficiency
AOT127	Word Processing – Microsoft Word [^]	3	ITD100 or Proficiency
ITD140	Digital Project Management	3	ITD100 or Proficiency
ITD108	Microsoft – Outlook [^]	<u>1</u>	IDS102 or Proficiency
		8	

Second Semester

AOT107	Digital Technologies	1	
AOT226	Spreadsheet – Microsoft Excel [^]	3	ITD100 or Proficiency
AOT236	Database Applications – Microsoft Access ^{^▲+}	<u>3</u>	ITD100 or Proficiency
		7	
TOTAL CREDITS		15	

[^]Based upon SSC placement score

^{▲+} Spring only courses. Please see your academic advisor for availability.