CAREER ENHANCEMENT CERTIFICATE

ADMINISTRATIVE SERVICES AND OFFICE APPLICATIONS – MICROSOFT APPLICATIONS PROFESSIONAL

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, Engineering, 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	ITD100 **or** Proficiency	
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		Credit Hours	Pre- and Co-requisites
AOT107	Digital Technologies^▲-	1	ITD100 **or** Proficiency
AOT127	Word Processing – Microsoft Word^	3	ITD100 **or** Proficiency
ITD140	Digital Project Management^▲-	3	ITD100 **or** Proficiency
ITD108	Microsoft – Outlook^	1	IDS102 **or** Proficiency
		8	
Second Semester			
ITD104	Computer Applications – PowerPoint^	1	ITD100 **or** Proficiency
AOT226	Spreadsheet – Microsoft Excel^	3	ITD100 **or** Proficiency
AOT236	Database Applications – Microsoft Access^▲+	3	ITD100 **or** Proficiency
		7	
	TOTAL CREDITS	**15**	

^Based upon SSC placement score
▲+ Spring only courses. Please see your academic advisor for availability.
▲- Fall only courses. Please see your academic advisor for availability.