



## CAREER ENHANCEMENT CERTIFICATE

# ADMINISTRATIVE SERVICES AND OFFICE APPLICATIONS – MICROSOFT APPLICATIONS PROFESSIONAL



2024-25 Catalog

Effective Summer 2024

# 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 |
|---------------------------|--|-----------|------------------------------|---------------------|
| AOT127                    | Word Processing – Microsoft Word <sup>^</sup>              | 3         | ITD100 <b>or</b> Proficiency |                     |
| AOT128                    | Document Development and Website Maintenance <sup>▲+</sup> | 3         | ITD100 <b>or</b> Proficiency |                     |
| AOT226                    | Spreadsheet – Microsoft Excel <sup>^</sup>                 | 3         | ITD100 <b>or</b> Proficiency |                     |
| AOT236                    | Database Applications – Microsoft Access <sup>^▲+</sup>    | 3         | ITD100 <b>or</b> Proficiency |                     |
| ITD104                    | Computer Applications – PowerPoint <sup>^</sup>            | 1         | ITD100 <b>or</b> Proficiency |                     |
| ITD108                    | Microsoft – Outlook <sup>^</sup>                           | 1         | IDS102 <b>or</b> Proficiency |                     |
| ITD140                    | Digital Project Management <sup>^▲-</sup>                  | 3         | ITD100 <b>or</b> Proficiency |                     |
| <b>TOTAL CREDIT HOURS</b> |  | <b>17</b> |                              |                     |

### 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> |
|--------|---|---------------------|-------------------------------|
| AOT127 | Word Processing – Microsoft Word <sup>^</sup> | 3                   | ITD100 <b>or</b> Proficiency  |
| ITD140 | Digital Project Management <sup>^▲-</sup>     | 3                   | ITD100 <b>or</b> Proficiency  |
| ITD108 | Microsoft – Outlook <sup>^</sup>              | <u>1</u>            | IDS102 <b>or</b> Proficiency  |
|        |   | <b>7</b>            |                               |

#### Second Semester

|                      |  |           |                              |
|----------------------|--|-----------|------------------------------|
| ITD104               | Computer Applications – PowerPoint <sup>^</sup>            | 1         | ITD100 <b>or</b> Proficiency |
| AOT128               | Document Development and Website Maintenance <sup>▲+</sup> | 3         | ITD100 <b>or</b> Proficiency |
| AOT226               | Spreadsheet – Microsoft Excel <sup>^</sup>                 | 3         | ITD100 <b>or</b> Proficiency |
| AOT236               | Database Applications – Microsoft Access <sup>^▲+</sup>    | <u>3</u>  | ITD100 <b>or</b> Proficiency |
|                      |  | <b>10</b> |                              |
| <b>TOTAL CREDITS</b> |  | <b>17</b> |                              |

<sup>^</sup>Based upon SSC placement score

<sup>▲+</sup> Spring only courses. Please see your academic advisor for availability.

<sup>▲-</sup> Fall only courses. Please see your academic advisor for availability.