

 	<p style="text-align: center;"><b>CAREER ENHANCEMENT CERTIFICATE</b></p> <p style="text-align: center;"><b>ADMINISTRATIVE SERVICES AND OFFICE APPLICATIONS – MICROSOFT APPLICATIONS PROFESSIONAL</b></p> <p style="text-align: center;"><small>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.</small></p>	<b>2025-26 Catalog</b> Effective Summer 2025
		<b>5024</b>

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	
ITD108	Microsoft – Outlook <sup>^</sup>	1	IDS102 <b>or</b> Proficiency	
<b>TOTAL CREDIT HOURS</b>		<b>13</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
AOT226	Spreadsheet – Microsoft Excel <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

AOT128	Document Development and Website Maintenance <sup>^</sup> ▲+	3	ITD100 <b>or</b> Proficiency
AOT236	Database Applications – Microsoft Access <sup>^</sup> ▲+	<u>3</u>	ITD100 <b>or</b> Proficiency
		<b>6</b>	

**TOTAL CREDITS**

**13**

<sup>^</sup>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.

*The classes in this certificate also apply toward the completion of an Administrative Office Professional Degree (2120).*