

Office Applications Job Training

26-27 catalog

Description: This job training program is for Microsoft Office users who wish to upgrade or update their Office Suite skills. Students interested in receiving an associate degree or certificate should see a counselor/advisor.

Completion Time: 1.5 Years

Part-time				
Year 1			Year 2	
Fall Semester			Fall Semester	
□ Computer Literacy (test out option available)	CMIS 101	3 Cr.	□ Introduction to Computer Information Systems	CMIS 115 3 Cr.
□ Introduction to Document Production	CMIS 124	3 Cr.	□ Advanced Document Production	CMIS 224 3 Cr.
			□ Microsoft Outlook	CMIS 153 1 Cr.
Spring Semester				
□ Microcomputer Applications	CMIS 175	4 Cr.		
□ Success Skills for the 21st Century	GNST 100	3 Cr.		
Courses in italics may be taken in the summer term			Total Credits: 20	

Academic Advising: You should meet with an academic counselor prior to registering for classes.

Note: Prerequisite courses may apply to this program. A minimum of 30 unduplicated credits (100 level or higher) are required for all certificate programs.