**Office Information Processing** (Certificate)

Catalog Year 2023-2024

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Grade/SemesterCompleted |  | Course # |  | Course title | Credits |
| **First Semester** |  |  |  |  |  |
| / |  | AST 101 |  | Keyboarding I | 3 |
| / |  | AST 243 |  | Office Administration I | 3 |
| / |  | BUS 121 |  | Business Math I | 3 |
| / |  | ENG 111 |  | College Composition I | 3 |
| / |  | ITE 116 |  | Survey of Computer Software Applications | 2 |
| / |  | SDV 100 |  | College Success Skills | 1 |
|  |  |  |  | **Total** | **15** |
| **Second Semester** |  |  |  |  |  |
| / |  | AST 102 |  | Keyboarding II | 3 |
| / |  | AST 234 |  | Records & Database Management | 3 |
| / |  | AST 244 |  | Office Administration II | 3 |
| / |  | AST 253 |  | Advanced Desktop Publishing I | 3 |
| / |  | ENG 112 |  | College Composition II | 3 |
|  |  |  |  | **Total** | **15** |
| **Third Semester** |  |  |  |  |  |
| / |  | ACC 111 |  | Accounting I | 3 |
| / |  | AST 238 |  | Word Processing Advanced Operations | 3 |
| / |  | ITE 140 |  | Spreadsheet Software | 3 |
| / |  | SDV 106 |  | Preparation for Employment | 1 |
|  |  |  |  | **Total** | **10** |
|  |  |  |  |
| **Total Completed** |  |  | **40** |

MTE 2 and ENF 3 are prerequisites.