

BUSINESS ADMINISTRATIVE TECHNOLOGY (CONT'D)

APPLICATION SPECIALIST CERTIFICATE

Program Code: T.MSO.CER

Certificate

Graduation requirement — 14 semester hours with an A or B and a passing score on at least 3 MOS certification exams.

This certificate highlights the accomplishment of obtaining top skills needed for employment using Microsoft Word, Excel, Access, PowerPoint, and Outlook. Completion of this certificate can be applied to the A.A.S. in Business Administrative Technology.

Program Notes

- In addition to on-campus and online classes, these topics are offered in an open-entry/open-exit format through the Computer Technology Center (CTC). Students may enroll at any time during the semester and complete the coursework at their own pace. Some restrictions apply.
- CTC substitutions are accepted for CIS 131, CIS 134, CIS 135, and CIS 138.
- Microsoft Office Specialist (MOS) certification exams are available for Word, Excel, Access, PowerPoint, and Outlook.
- For more information, contact Business/Computer Science and Technologies department (B116; 217/353-2099).

Required Program Courses (14 hours)		Cr. Hrs.
CIS 131	Presentation Graphics (MS PowerPoint)	2
CIS 134	Spreadsheet Applications (MS Excel).	3
CIS 135	Word Processing I (MS Word)	3
CIS 138	Database Applications (MS Access)	3
CTC 119	Microsoft Outlook.	1
CTC 290	Integrated Software	2

Total Semester Credit Hours 14

Suggested Course Sequence

FALL	SPRING
1st Semester	2nd Semester
CIS 131	CIS 134
CIS 135	CIS 138
CTC 119	CTC 290