

Organizational Assistant (BP/EP) Occupational Certificate

Semester Sequence

Completion of this award may require taking courses at both campuses. For more information, please contact your faculty program advisor.

Prerequisite Knowledge: A student seeking this award should have qualifying assessment scores on the math, reading, writing, computer literacy, and keyboarding placement tests as identified by individual course prerequisites.

First Semester

ACCT1000	Introduction to Accounting	3
CCDS1000	How to Succeed in College	1
CPLT1005	Advanced Keyboarding and Document Processing	3
ITEC1000	Information Systems	3
ITEC1080	Microsoft Productivity Apps 1	3
ITEC1095	Microsoft 365	2

Total Credits 15

Second Semester

ITEC1005	Computer Security Awareness	3
ITEC1035	Microsoft Word	3
ITEC1042	Microsoft PowerPoint	3
ITEC1090	Microsoft Productivity Apps 2	3
ITEC1102	PC Operating Systems	3

Total Credits 15

Graduation (30 Credits)

Semester listings reflect the recommended sequence. Due to circumstances beyond our control, the information herein is subject to change without notice. This listing is to be used strictly as an advising tool.

3/24/2023 : BP 2121 / EP 2122