

Fall 2018 – Spring 2019				
Developmental Studies: DRE 098, DMA 010-040				
Bus Admin Office Systems Administration CERTIFICATE (C25120D)				
Major Courses		Pre Requisites	Contact Hours	Credit Hours
FALL				
CIS 110 or CIS 111	Introduction to Computers or Basic PC Literacy	CIS 110: DRE 098 and DMA010-040 CIS 111: NONE	4/3	3/2
OMT 156	Problem Solving Skills	NONE	3	3
SPRING				
OST 136	Word Processing	CIS 111 or CIS 110 or OST 131	4	3
CTS 130	Spreadsheets	CIS 111 or CIS 110	4	3
DBA 110	Database Concepts	CIS 111 or CIS 110	3	3

Total Credits Needed: 14/15

Our Office Systems certificate program provides software skills for support staff in office settings. Graduates should be able to obtain positions assisting in an office setting. Upon completion students should have a basic understanding of how businesses operate and technical ability to use word processing, spreadsheet, and data base software.

Program Outcomes:

Demonstrate basic computer skills in word processing, spreadsheet, and database software.

Enhance relationships with others and be able to apply a systematic problem-solving approach.