



DEGREE MAP

The following sequence is an example of how this program can be completed within the recommended time frame. It presumes that all course and program prerequisites have been met. Completion times may vary depending on individual circumstances. Students should consult an advisor when they plan their individual completion path using MyDegreePlan.

Program Name: Administrative Office Aide-Certificate

Locations Offered: Douglas Campus

First Semester: Fall

Requirement Category	Course(s)	Delivery*	Credits
Core Curriculum	BUS 160 Essential Workplace Success Skills	F2F, VC	3
Core Curriculum	CIS 116 Computer Essentials	F2F, VC	3

Second Semester: Spring

Requirement Category	Course(s)	Delivery*	Credits
Core Curriculum	BUS A193 Excel I	F2F	1
Core Curriculum	BUS B193 Excel II	F2F	1
Core Curriculum	BUS C193 Excel III	F2F	1
Core Curriculum	CIS 181 Computer Applications	F2F, VC	3

Third Semester: Fall

Requirement Category	Course(s)	Delivery*	Credits
Core Curriculum	BUS 210 Automated Office Procedures	F2F	3
Core Curriculum	BUS 213 Word Processing	F2F	3

Total credits required: 18

*Key: F2F = Face-to-Face VC = Virtual Campus

Reviewed: 3/1/2017

Notes: