

ADMINISTRATIVE INFORMATION SYSTEMS CERTIFICATE – N040

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E-Institute: <http://webtide.hccdl.org> Courses in red are not available online.

The Administrative Information Systems Certificate is especially designed for people wishing to update their administrative and office skills to reflect the latest in computer technology. The credits earned in the Administrative Information Systems certificate are completely transferable to the Administrative Information Systems degree option.

Term/Grade	Course Number	Course Name	Course Credits
PROGRAM REQUIREMENTS			25
_____	BUS 215	Spreadsheets	3
_____	CSI 111	Computer Concepts with Applications	4
_____	CSI 120	Business Data Communications	3
_____	CSI 242	Applied Database Management	3
_____	CSI 252	Introduction to Website Development	3
_____	MGT 230	Principles of Management	3
_____	OTC 217	Advanced Document Processing (Spring) ¹	3
_____	OTC 245	Administrative Support Services (Spring)	3
Total Credits			25

NOTES:

¹ Assumes a keyboarding speed of 45 wpm; student may have to take OTC 151 before OTC 217.