

2019-2020

Office Management & Technologies – Office Assistant

Certificate of Employability

Krista Sutton or Ron Flury

Faculty Advisor/Program Director

Student Name

Academic Advisor

575.624.7213 or 624-7021

Telephone Number

Student ID Number

Date

	Grade	Sem.	Grade	Sem.	Grade	Sem.
Writeplacer	ENG 093		ENG 096		ENG 098L	
Math	--	--	MATH 094/095		MATH 097/098	

Note * Prerequisite/s required: See list below

Courses Required			Credit Hours	Grade	Semester
BUSA	1110	Introduction to Business	3 hrs.		
CIT	101	Basic Computer Skills I	3 hrs.		
BCIS	1110	Basic Computer Skills II	3 hrs.		
CIT	175	Microsoft Outlook and Office Procedures	3 hrs.		
CIT	250	Office Management and Record Keeping	3 hrs.		
CIT	263	Microsoft Word	3 hrs.		
CIT	274	Microsoft Excel	3 hrs.		
ENGL	2210	Technical Writing	3 hrs.		
			16 hrs.		

TOTAL HOURS REQUIRED FOR CERTIFICATE	24 hrs.
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