

Texarkana College

Computer Technology & Information Systems

Automated Office Personnel One Year Certificate Program *TENTATIVE (effective January 2009)*

Name: _____

CWID: _____

Courses	Completed
ACNT 1311 Introduction to Computerized Accounting	
ARTC 1313 Digital Publishing I	
BCIS 1305 Business Computer Applications	
IMED 1316 Internet/Web Page Development	
ITMT 1300 Implementing & Supporting MS WIN XP Pro (70-270)	
ITSW 2331 Advanced Word Processing	
ITSW 2334 Advanced Spreadsheets	
ITSW 2337 Advanced Database	
Pick one of the following:	
ACNT 1303 Introduction to Accounting I	
ACCT 2301 Financial Accounting	

Courses	Completed
Pick one of the following:	
ACCT 2302 Managerial Accounting	
BCIS 1310 BASIC Programming	
BCIS 1332 COBOL Programming	
COSC 1309 Programming Logic & Design	
COSC 1320 Intro to C++ Programming	
CPMT 1311 A+: Intro to Computer Maintenance	
GAME 1343 Game & Simulation Programming I	
ITMT 1340 Managing a W2K3 Server Environment (70-290)	
ITMT 1350 Managing W2K3 Net Services (70- 291)	
ITNW 1325 Fundamentals of Networking Technologies	
ITNW 1351 Fundamentals of Wireless LANs	
ITNW 2309 Network Administration for Novell IntraNetWare	
ITSC 1307 UNIX Operating System I	
ITSC 1321 A+: Intermediate PC Operating Systems	
ITSW 1310 Presentation Media Software	

A total of 30 semester hours are required
for this certificate.

Mark courses with an "X" upon completion OR place the semester and year completed.

When you get within the last semester, see the CTIS Department Secretary or go to the Admissions office to fill out an official degree evaluation and apply for graduation.

IF YOU HAVE ANY QUESTIONS ABOUT CLASSES OR COMPLETION SEE A CTIS INSTRUCTOR OR SECRETARY!