

Texarkana College

Computer Technology & Information Systems

Automated Office Personnel One Year Certificate Program *TENTATIVE (effective June 2007)*

Name: _____

CWID: _____

Courses	Completed
ACNT 1311 Introduction to Computerized Accounting	
ARTC 1313 Digital Publishing I	
BCIS 1305 Business Computer Applications	
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	

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

Courses	Completed
Pick one of the following:	
POFT 1329 Beginning Keyboard	
POFT 2301 Intermediate Keyboarding	
POFT 2333 Advanced Keyboarding	
Approved elective from below	

AND

Pick one of the following:	
ACCT 2302 Managerial Accounting	
BCIS 1310 BASIC Programming	
COSC 1309 Programming Logic & Design	
GAME 1343 Game & Simulation Programming I	
IMED 1316 Internet/Web Page Development	
POFT 1309 Administrative Office Practice I	

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!