

<i>Certificate</i>
Office Professional Technical Support Specialist
<i>This certificate is designed to give the student a sound background in business software and computer tech support giving them an ability to collaborate with others in planning and creating business documents and the practical application to help troubleshoot and maintain office computers.</i>

CORE REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
BIS 101	Introduction to Business Computing	3
BIS 121	Word Processing I	3
BIS 141	Spreadsheets I	3
BIS 161	Database Management I	3
BIS 181	Introduction to Presentation Software	3
BUSAD 102	Business Ethics	3
CIS 105	Computer Operating Systems I	5
CIS 110	Introduction to Computer Security	3
CIS 206	Computer Support I	5
Total		31

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
CMST& 101 (SPCH 100) or CMST& 230 (SPCH 110) or CMST 145 (SPCH 145) or	Intro to Communication (HR) Small Group Communication (HR) Organizational Communication (HR) any course designated "OC"	3-5
ENGL& 101 (ENGL 101) or BUSAD 140	Composition I (CM) Business Research and Communication	3-5
BUSAD 100 or	Business Math (CP) any course designated "Q/SR"	5
Total		11-15

COOPERATIVE WORK EXPERIENCE

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
CO-OP 190 or	BIS or CIS Cooperative Work Experience Any course numbered 100 or above in ACCT, BIS, BUS, BUSAD, CIS, ECON, OFFAD, PSYC, PSYCH, SOC or SOCIO	3-5
Total		3-5
TOTAL CREDITS		45-51

Students should plan to complete required English and math courses within their first or second quarter of study.

* CM = Communication, HR = Human Relations, CP = Computation, OC = Oral Communication Skills, Q = Quantitative Skills, SR = Symbolic Reasoning Skills