

CERTIFICATE OF ACHIEVEMENT



COMPUTER INFORMATION TECHNOLOGY: OFFICE TECHNOLOGIES

This curriculum is designed to prepare students for employment as computer specialists in business-related programming computer applications.

To acquire the **Certificate of Achievement in Computer Information Technology: Office Technologies**, it is necessary to complete the following courses:

Required Courses	Units	N	IP	C
ACCT 100 Introduction to Accounting	3			
CIT 060 Windows Operating System	3			
CIT 101 Introduction to Computer Information Technology	3			
CIT 103 *Microsoft Word	3			
CIT 107 *Microsoft Excel	3			
CIT 109 *Microsoft Access	3			
MGMT 108 Business Writing	3			
Total units needed for Certificate of Achievement	21			
Units Completed				
*Prerequisite/Corequisite				