



**Contact Person:** Lori Garnand  
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This program prepares students for a fast paced career utilizing strong organizational and critical thinking skills. Through program completion, students will develop an expertise in communication, problem solving and software applications that can be carried through to a business environment. Students completing this program can earn either a technical certificate or an Associates of Applied Science degree. Students must demonstrate computer proficiency by either completing CISA 101 or passing the Computer Skills Assessment exam.

**Fall Semester Freshman Year**

**Technical Certificate**

Course Number	Course Title	Pre-Requisite	Credits
ACCB 129	Introduction to Bookkeeping		5
CISA 101	Computer Literacy Skills Development		3
CISA 103	Workforce Skill Essentials		3
CISA 104	Business Writing		3
ENGL 101	English Composition	COMPASS Placement or completion of ENGL 090	3
Total			17

**Spring Semester Freshman Year**

Course Number	Course Title	Pre-Requisite	Credits
CISA 110	Ten Key Skills		2
CISA 114	Office Procedures		3
CISA 142	Intermediate Word Processing		3
CISA 116	Spreadsheet Applications		3
MATH 123	Math in Modern Society		3
Gen Ed	Social Science		3
Total			17