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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
MATH 123	Math in Modern Society	COMPASS Placement or completion of Math 025	3
CISA 104	Business Writing		3
ENGL 101	English Composition	COMPASS Placement or completion of ENGL 090	3
CISA 142	Intermediate Word Processing	CISA 101	3
CISA 116	Spreadsheet Applications		2
General Education Class Social Science			3
Total			17

Spring Semester Freshman Year

Course Number	Course Title	Pre-Requisite	Credits
ACCB 129	Introduction to Bookkeeping		5
CISA 114	Office Procedures		2
CISA 145	Integrated Software Applications	CISA 142, CISA 116	3
CISA 110	Ten Key Skills		2
CISA 103	Workforce Skills Essentials		3
Total			15