

Northwestern Michigan College
CLERICAL SUPPORT
Certificate of Achievement - Level I
Effective Beginning Fall Semester 2007

Prerequisite: CIT 109a Beginning Keyboarding I or equivalent skill.

Clerical Support Certificate Classes:

ACC 121	Accounting Principles I	4
BUS 101	Introduction to Business	3
BUS 130	Mechanics of Business Writing	3
BUS 150	Interpersonal Relations	2
BUS 156	Essentials of Customer Service	1
CIT 109b	Keyboarding II	2
CIT 122A	Computer and Internet Basics I	1
CIT 122B	Computer and Internet Basics II	<u>1</u>
		17