



NMC Code 003

Certificate of Achievement – Level II Administrative Support Specialist Course Sequence Guide

YEAR 1 - FALL SEMESTER			Credits	Contacts	Grade	Comments
BUS	101	Introduction to Business	3	3		
BUS	155	Interpersonal Communications	3	3		
CIT	119	Microsoft Office - Word	3	3		
CIT	122A	Computer and Internet Basics I	1	1		
CIT	124	Microsoft Office - PowerPoint	2	2		
Total			12	12		
YEAR 1 - SPRING SEMESTER			Credits	Contacts	Grade	Comments
CIT	170	Microsoft Office - Access	3	3		
CIT	210	Microsoft Office - Excel	3	3		
MKT	208	Digital Marketing	2	2		
Total			8	8		
YEAR 2 - FALL SEMESTER			Credits	Contacts	Grade	Comments
ACC	121	Accounting Principles I	4	4		
BUS	231	Professional Communications	3	3		
PHL	105	Critical Thinking	3	3		
Total			10	10		
Program Total			30	30		

Program Notes:

Students need beginning keyboarding skills.

Completion of the first two semesters results in the Office Application Specialist Certificate.