COCHISE COLLEGE

DEGREE MAP

The following sequence is an example of how this degree can be completed in two years. This sequence is based on satisfaction of all Basic Skills requirements and prerequisites, and presumes a fall start date. An individual's program may vary depending on transfer institution, career objectives, or individual needs. See your counselor for other options and to monitor your progress.

Program Name: Administrative Office Aide-Certificate

Location(s) Offered:

Douglas Campus

Learning Outcomes: Students who successfully complete this program will be able to do the following:

1. Apply fundamental components of Word, Excel, Access, Outlook, and PowerPoint.
2. Demonstrate proficiency in all components of Excel.
3. Demonstrate proficiency in all components of Word.
4. Produce documents in Word, Excel, Access, Outlook, and PowerPoint with clarity and accuracy.
5. Demonstrate the ability to perform data entry and clerical work in an office environment.

Course or program prerequisite(s) not included in the degree:

BUS 210 Automated Office Procedures requires CIS 181 Computer Applications or permission of instructor.

Program Reviewed: **Feb 22, 2016**

Key:
IW=Intensive Writing
F2F=Face-to-Face Instruction
ITV=Instructional Television
VC=Virtual Campus/Online

Requirements	Course(s) Recommended	Delivery Method	Credits
First Semester (Fall):			
Core Curriculum	CIS 116 Computer Essentials*	F2F,VC	3
Core Curriculum	BUS 160 Essential Workplace Success Skills	ITV,VC	3
Core Curriculum	BUS 210 Automated Office Procedures	F2F	3
Second Semester (Spring):			
Core Curriculum	BUS 213 Word Processing	F2F	3
Core Curriculum	BUS A193 Excel I	F2F	1
Core Curriculum	BUS B193 Excel II	F2F	1
Core Curriculum	BUS C193 Excel III	F2F	1
Electives-BUS**		F2F,VC	1-3
Third Semester (Fall):			
Fourth Semester (Spring):			

Total credits required: 16-18

Notes:

*CIS 116 Computer Essentials is a core course in the certificate; however, since it is a prerequisite for BUS 210, it must be taken prior to starting this two-semester sequencing.
**Business approved courses