INTEGRATED ADULT BASIC EDUCATION AND OFFICE SKILLS TRAINING

CUSTOMER SERVICE SPECIALIST — 36-credit certificate

1st quarter	*2nd Quarter*	*3rd Quarter*
CIS 108 Intro to Office 3	CIS 103 Keyboarding 2	CIS 104 Keyboarding 2
CIS 101,102 Keyboard'g 2+2	CIS 106 Bus Eng 5	CIS 110 Internet 2
CIS 105 Filing 2	CIS 171 Office Procedures 3	CIS 115 Outlook 2
CIS 109 Human Dimension 3	CIS 136 Word Process'g I 4	CIS 150 Formatting I 4
12 credits	*13 credits*	*11 credits*

A basic skills and a professional-technical instructor jointly instruct with a 50% overlap. Five hours per week of complementary basic skill instruction is also provided to support the integrated classes.

Exit to Employment

Customer Service Spec.
$12.47/hr

Office Clerk, General
$13.73/hr

OFFICE ASSISTANT — 62-credit certificate

4th Quarter	*5th Quarter*
BUS 104 Bus Math 5	CIS 107 Practical Accounting 5
CIS 175 Admin Proc 3	CIS 141 Excel 3
ENG 101 Writing Comp I 5	CIS 210 Bus Communication 5
13 credits	*13 credits*

Exit to Employment

Office Assistant/ Secretary
$16.58/hr

Core leading to an Associate of Technical Arts Degree

ADMINISTRATIVE ASSISTANT

6th Quarter	*7th Quarter*	*8th Quarter*
BUS 101	CIS 236	CIS 256
CIS 111	CIS 238	CIS 259
CIS 145	CIS 250	CO-OP

OR

LEGAL ADMINISTRATIVE ASSISTANT

6th Quarter	*7th Quarter*	*8th Quarter*
BUS 171	CIS 111	CIS 259
CIS 236	CIS 256	CO-OP
LEGL 101	LEGL 102	LEGL 105

OR

MEDICAL ADMINISTRATIVE ASSISTANT

6th Quarter	*7th Quarter*	*8th Quarter*
CIS 250	CIS 256	CIS 259
CIS 252	MED 103	CO-OP
MED 102	MED 110	MED 112

OR

WEB ADMINISTRATIVE ASSISTANT

6th Quarter	*7th Quarter*	*8th Quarter*
CIS 184	CIS 111	CIS 239
CIS 236	CIS 237	CIS 259
CIS 250	CIS 238	CO-OP

Exit to Employment

Administrative Assistant/Executive Secretary
$23.23/hr