

Organizational Specialist (BP/EP) Diploma

Semester Sequence

Completion of this award may require taking courses at both campuses. For more information, please contact your faculty program advisor.

Prerequisite Knowledge: A student seeking this award should have qualifying assessment scores on the math, reading, writing, computer literacy, and keyboarding placement tests as identified by individual course prerequisites.

First Semester

CCDS1000	How to Succeed in College	1
CPLT1005	Advanced Keyboarding and Document Processing	3
CPLT1100	Computer Essentials	3
ITEC1000	Information Systems	3
ITEC1095	Microsoft 365	2
ITEC1102	PC Operating Systems	3

Total Credits 15

Second Semester

ACCT1000	Introduction to Accounting	3
ACCT1125	Excel	3
ITEC1005	Computer Security Awareness	3
ITEC1035	Microsoft Word	3
ITEC1042	Microsoft PowerPoint	3

Total Credits 15

Third Semester

BUSN1000	Introduction to Business	3
ITEC1032	Microsoft Access	3
ITEC1310	Microsoft Publisher	3
ITEC2055	Project Management	3
ITEC2090	Microsoft Integration	3

Total Credits 15

Graduation (45 Credits)

Semester listings reflect the recommended sequence. Due to circumstances beyond our control, the information herein is subject to change without notice.

3/24/2023 : BP 2118 / EP 2119