

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	College Success Seminar	1
CCIS1000	Information Systems	3
CCIS1095	Microsoft 365	2
CCIS1102	PC Operating Systems	3
CPLT1100	Computer Essentials	3
CPLT1005	Advanced Keyboarding and Document Processing	3

Total Credits 15

Second Semester

ACCT1000	Introduction to Accounting	3
ACCT1125	Excel	3
CCIS1005	Computer Security Awareness	3
CCIS1035	Microsoft Word	3
CCIS1042	Microsoft PowerPoint	3

Total Credits 15

Third Semester

BUSN1000	Introduction to Business	3
CCIS1032	Microsoft Access	3
CCIS1310	Microsoft Publisher	3
CCIS2055	Project Management	3
CCIS2090	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.

4/12/2021 : BP 2118 / EP 2119