

**Certificate**  
**Microsoft Office Application Professional (CT.AOTAP 60848)**

**Total Credit Hours: 18**  
**Effective: Fall 2021**

**Completion Plan**

<b>First Semester</b>			
	<b>Credit Hours</b>	<b>Prerequisites</b>	<b>Recommended Term(s)</b>
AOT 105 Keyboarding	3		1 <sup>st</sup> 8-week
*AOT 165 Information Processing Software	3	Keyboarding skills	1 <sup>st</sup> 8-week
*AOT 265 Desktop Publishing	3	AOT 105 or keyboarding skills	2 <sup>nd</sup> 8-week
*AOT 267 Integrated Information Processing	3	AOT 105 MAT 033 or equivalent	2 <sup>nd</sup> 8-week
<b>TOTAL</b>	<b>12</b>		

**Second Semester**

	<b>Credit Hours</b>	<b>Prerequisites</b>	<b>Recommended Term(s)</b>
*AOT 167 Information Processing Applications	3	AOT 165	1 <sup>st</sup> 8-week
*AOT 250 Advanced Information Processing	3	AOT 267	2 <sup>nd</sup> 8-week
*IST 225 Internet Communications	3		1 <sup>st</sup> 8-week
<b>TOTAL</b>	<b>9</b>		

\* Courses in this program that require a minimum grade of "C."