

2018-2019 College Catalog and Student Handbook Addendum: Accounting Assistant Track (CER)

The following information was inadvertently omitted following the catalog edit process. This section goes in between Legal Office Assistant Track and Office Applications Assistant Track on page 165 of the 2018-2019 College Catalog and Student Handbook.

Accounting Assistant Track..... (18 hours)

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
*OAD 103	Intermediate Keyboarding	3
OAD 110	Computer Navigation	3
OAD 125	Word Processing.....	3
OAD 138	Records and Information Management.....	3
CIS 113	Spreadsheet Software Applications (Excel)	3
OAD 137	Computerized Financial Recordkeeping.....	3
Total		
Credit Hours		33