

Institution: North Lake College  
CIP: 52.0407

FICE: 020774

PROPOSED CURRICULUM

CEU OFFICE TECHNOLOGY -- ADMINISTRATIVE ASSISTANT  
MARKETABLE SKILLS ACHIEVEMENT AWARD  
2002-2003

<u>SEMESTER I</u>			<u>LEC.</u>	<u>LAB.</u>	<u>EXT.</u>	<u>CONT.</u>
			<u>HRS.</u>	<u>HRS.</u>	<u>HRS.</u>	<u>HRS.</u>
POFT	1025	Business Math and Machine Applications	0	0	0	64
POFI	2001	Word Processing	0	0	0	64
POFI	1049	Spreadsheets	0	0	0	64
POFI	1041	Computer Applications II	0	0	0	64
POFT	1049	Administrative Office Procedures II	0	0	0	64
<b>Total Hours:</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>320</b>
<b>GRAND TOTAL:</b>						<b>320</b>