



## Administrative Assistant Checklist

Major Code: 4338T - Technical Certificate

<b>COMM 101 or ENGL 101</b>	Fund of Oral Communication (3 cr) or English Composition 1 (3 cr)	<i>Prerequisite: ENGL 090 or placement</i>
<b>Gen. Ed. Math</b>	Choice: _____ (3 cr)	
<b>Gen. Ed. Soc. Sci.</b>	Choice: _____ (3 cr)	
<b>ACCB 129</b>	Introduction to Bookkeeping (5 cr)	<i>Corequisite: CISA 110 or permission</i>
<b>CISA 103</b>	Workforce Skills Essentials (3 cr)	
<b>CISA 104</b>	Business Writing (3 cr)	<i>Prereq: ENGL 090, placement, or permission</i>
<b>CISA 110</b>	Ten Key Skills (2 cr)	<i>Prerequisite: MATH 015 or placement</i>
<b>CISA 114</b>	Office Procedures (2 cr)	<i>Prerequisite: CISA 101 or permission</i>
<b>CISA 116</b>	Spreadsheet Applications (2 cr)	<i>Prerequisite: CISA 101</i>
<b>CISA 142</b>	Intermediate Word Processing (3 cr)	<i>Prerequisite: CISA 101, CISA 141 or permission</i>
<b>CISA 145</b>	Integrated Software Applications (3 cr)	<i>Prerequisite: CISA 101, 1CISA 142 or permission</i>
<b>Total credit hours required for this major: 32</b>		

All IT programs require CISA 101 or CSI Computer Literacy validation as prerequisites for program entry as well as advisor interview.

For more information, contact Lori Garnand  
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Visit <https://mycsi.csi.edu> to apply for admission and register for classes.

*The advising checklist is not considered a binding contract between CSI and each respective student. Please refer to the CSI catalog or program advisor for any changes or modifications which may have occurred after the publication of this document.*

