PURDUE UNIVERSITY NORTH CENTRAL

Certificate in Office Productivity

(This certificate can be completed entirely on-line, if desired.)

CIT Department
Effective Fall 2006

Student Name: _____ **Student Number:** _____

Department: _____ **Major:** _____ **E-mail Address:** _____

This certificate provides students with an opportunity to learn concepts and skills in office productivity. Initially, basic skills are developed in word processing, spreadsheets, databases, and electronic slide presentations. Valuable terminology and concepts dealing with computers and their uses are also introduced. From that base students go on to learn advanced concepts in word processing and spreadsheet applications.

Additionally, to be productive in an office environment it is important to have an understanding of the dynamics that occur within that environment. Students pursuing this certificate will gain an important understanding of individual and group behavior with an emphasis on interpersonal and leadership relationships.

To allow for maximum flexibility in scheduling the entire certificate can be completed on-line via distance learning. The only time a student is required to be on campus is to take exams. Only access to a computer, the required software, and the Internet is needed. The software required for the CNIT courses is Microsoft Office Professional and can currently be purchased from the campus bookstore at a greatly reduced price. *Please be aware that courses should only be taken via distance learning by students who are strongly self-motivated and who can set and follow a study schedule.*

Total credits required for the certificate is 12. A minimum grade of "C" is required in all four courses. All required courses must be taken at a Purdue University campus.

Required Courses [1]

Credit	Course	Course Title	Grade	Approved Substitute
3	CNIT 10700	Computer Literacy		
3	CNIT 12700 [2]	Microcomputer Spreadsheet Applications		CNIT 12100 Microcomputer Database Applications
3	CNIT 12800 [2]	Advanced Word Processing		CNIT 12100 Microcomputer Database Applications
3	OLS 25200	Human Behavior in Organizations		

11-12-09

[1] *It is assumed that students already have basic high school algebra skills. Those students who don't will need to take MA 11100 - Algebra before taking any of the CNIT courses listed below. If a student is uncertain, it is suggested that you take the Math portion of the SAM placement test before taking any CNIT course.*

[2] *A minimum grade of "C" must be earned in CNIT 10700 before taking CNIT 12700, CNIT 12800, or CNIT12100.*

Possible Plans of Study: (based on the student's available time and understanding of the material)

A.

Semester 1	*Semester 2*	*Semester 3*	*Semester 4*
CNIT 10700	CNIT 12800	CNIT 12700	OLS 25200

B.

Semester 1	*Semester 2*		*Semester 3*
CNIT 10700	CNIT 12800		OLS 25200
	CNIT 12700	← *or* →	CNIT 12700

C.

Semester 1	*Semester 2*
CNIT 10700	CNIT 12800
OLS 25200	CNIT 12700