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One year Certificate INFORMATION MANAGEMENT

Required Courses:	Credits	Grade	Term
Fall – Year 1			
WRIT 101 College Writing I	3		
ACTG 201 Accounting 1	3		
CAPP 120 Introduction to Computers	3		
CAPP 151 MS Applications	3		
NASX Elective	3		
Total credits	15		
Spring – Year 1			
OFAD 210 Calculator Applications	3		
OFAD 212 Records Management	3		
OFAD 215 Professional Office Procedures and Tribal Perspectives	3		
COMX 101 Communication and Human Relations in the Workplace	3		
M 121 College Algebra	3		
Total credits	15		
TOTAL DEGREE CREDITS	30		