

**Business/Marketing Education
Office Systems Management Minor**
(Select 15-17 hours)

Course #	Course Title & Description	Credit Hours
CTCT 2200/2203 Fall Semester	Document Processing <ul style="list-style-type: none"> • Integrating Technology in Education/Business • IC3 Certification preparation/IC3 Testing 	3
CTCT 3200/3203 Spring Semester	Records Management <ul style="list-style-type: none"> • Integrating Technology in Education/Business • Microsoft Access 2007 w/ MCAS Certification preparation/ MCAS Access Testing 	2
CTCT 3240/3243 Fall Semester	Information Processing I <ul style="list-style-type: none"> • Integrating Technology in Education/Business • Microsoft Word 2007 w/ MCAS Certification preparation/MCAS Word Testing • HTML, web page design 	3
CTCT 3250/3253 Spring Semester	Information Processing II <ul style="list-style-type: none"> • Integrating Technology in Education/Business • Microsoft Excel 2007 w/ MCAS Certification preparation/MCAS Excel Testing • Microsoft PowerPoint 2007 w/ MCAS Certification preparation/MCAS PowerPoint Testing 	3
CTCT 4200/4203 Spring Semester	Managing Office Systems <ul style="list-style-type: none"> • Integrating Technology in Education/Business • Peachtree Accounting Software • Integration of Microsoft Office 2007 	3
CTCT 4940/4943 Summer Semester	Directed Field Experience in Business/Marketing Education <ul style="list-style-type: none"> • 100 hours of business work experience 	3
CTCT 4970 Summer Semester	Special Topics in Business Education <ul style="list-style-type: none"> • Integrated Internet Projects 	1-3

IC3 Certification Examination is required in CTCT 2200. Additional fees are required.

Microsoft Certified Application Specialist (MCAS) Certification Exams are required in CTCT 3200, CTCT 3240, 3250. Additional fees are required.

See <http://www.certiport.com/> for more information on the MCAS and IC3 Certification Exams.

The above courses may be used to meet a portion of the required undergraduate courses for teacher certification in Business/Marketing Education. See <http://www.education.auburn.edu/>

For more information contact:
Dr. Leane Skinner
skinnal@auburn.edu
(334) 844-3823