

OFFICE AND BUSINESS TECHNOLOGY

Certificate

This program prepares students for potential employment as office workers who perform general clerical/office duties.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills or	
ENGL	1101	English Composition I	3
READ	1100	Reading Skills or	
ENGL	1102	English Composition II	3
OADM	1208	Mathematics for Office Careers or	
MATH	1111	College Algebra	3
MAJOR FIELD COURSES			
OADM	1101	Office Accounting Procedures	3
OADM	1150	Document Processing I	3
OADM	1151	Document Processing II	3
OADM	1220	Office Procedures	3
OADM	1230	Business English	3
OADM	1232	Business Communications	3
OADM	1240	Desktop Publishing	3
OADM	1242	Spreadsheets Applications	3
OADM	1250	Professional Development	3
PHYSICAL EDUCATION			
PHED		Activity Elective	<u>1</u>
		Total	37