

**OFFICE AND BUSINESS TECHNOLOGY  
Certificate**

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

| <b>Course</b>              | <b>Number</b> |  | <b>Credit<br/>Hours</b> |
|----------------------------|---------------|--|-------------------------|
| <b>GENERAL EDUCATION</b>   |               |  |                         |
| ENGL                       | 1100          | Communication Skills <b>or</b>           |                         |
| ENGL                       | 1101          | English Composition I                    | 3                       |
| READ                       | 1100          | Reading Skills <b>or</b>                 |                         |
| ENGL                       | 1102          | English Composition II                   | 3                       |
| OADM                       | 1208          | Mathematics for Office Careers <b>or</b> |                         |
| MATH                       | 1111          | College Algebra                          | 3                       |
| <b>MAJOR FIELD COURSES</b> |               |  |                         |
| 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                       |
| <b>PHYSICAL EDUCATION</b>  |               |  |                         |
| PHED                       |               | Activity Elective                        | <u>1</u>                |
|                            |               | Total                                    | 37                      |