

OFFICE TECHNOLOGY
Mini-Certificate

The Office Technology Mini-Certificate is for the student who wishes to begin the office skills program. It is designed to help the student move into the Office Career Technologies Certificate program or who wish to upgrade office skills in an industry setting. Special enrollment factors apply; students considering this program are advised to consult the program director before declaring this major.

Course	Number		Credit Hours
Industry Option:			
CAPS	1101	Introduction to Computers	3
OADM	1242	Integrated Computer Applications	3
OADM	1230	Business English or	
OADM	1120	Workplace Communication	3
OADM	1150	Document Processing I	3
OADM	1151	Document Processing II	3
		Total	15
OR			
Office Option:			
OADM	1150	Document Processing I	3
OADM	1151	Document Processing II	3
OADM	1230	Business English	3
OADM	1232	Business Communications	3
OADM	1242	Integrated Computer Applications	3
		Total	15
OR			
Customer Relations Option:			
OADM	1230	Business English	3
OADM	1232	Business Communications	3
OADM	1208	Mathematics for Office Careers	3
CRPT	1259	Introduction to Floor-Covering Manufacturing or	
MGMT	2210	Supervisory Development	3
		Total	12

OR

General Office Technology Option:

Select 12-15 semester hours from any of the courses above in consultation with your advisor.