

# MULTICULTURAL OFFICE SPECIALIST

## Mini-Certificate

This mini-certificate is designed to provide students with an introduction to the training needed to work and communicate effectively in a multicultural office environment. Special enrollment factors apply; students considering this program are advised to consult the program director before declaring this major.

<b>Course</b>	<b>Number</b>		<b>Credit Hours</b>
<b>MAJOR FIELD COURSES</b>			
CAPS	1101	Introduction to Computers	3
MGMT	2255	Multicultural Business Environments	3
MGMT	2210	Supervisory Development	3
OADM	1230	Business English	3
SPAN	1100	Conversational Spanish	3
		Total	<u>15</u>