

Office Technology Certificate

Program Description

This program is designed to prepare the student for entry- through mid-level employment or may be used to update office technology knowledge and skills for job advancement in the business office.

Program Student Learning Outcomes (SLOs):

Upon successful completion of the Certificate in Office Technology program, students will be able to:

1. Obtain knowledge and skills in various computer applications so that they will be able to adapt to the technological needs of their respective organizations.
2. Use previously learned skills and information to format and produce various office documents.
3. Use and integrate several office applications.

General Education Requirements		
Course #	Course Name	Credits
EN110	Freshman Composition	3
CS151	Windows Applications	3
PY125	Interpersonal Relations	3
Technical Requirements		
Course #	Course Name	Credits
OA 101	Keyboarding Applications	3
OA 103	Filing Systems	3
OA 130	Information Processing	3
OA 210	Database Management Systems	3
OA 211	Business Communications	3
OA 220	Spreadsheet Systems	3
OA 230	Advanced Information Processing	3
OA 250	Office Procedures	3
Technical Electives		
Course #	Course Name	Credits
Choose 2		
AC 100	Fundamentals of Bookkeeping and Accounting	3
OA 109	Business Math Using Excel	3
SM 108	Introduction to Business	3
Certificate Total		39