

# BUSINESS OFFICE TECHNOLOGY - CERTIFICATE OF COMPLETION

Prefix	Title	Credits
<b>Core Curriculum Requirements</b>		
ACCT 200	A Survey of Accounting	3
BUSA 1110	Intro to Business	3
ENGL 1110G	Composition I	4
ENGL 2210G	Professional & Technical Communication	3
OATS 102	Keyboarding: Document Formatting	3
OATS 106	Business Mathematics	3
OATS 110	Records Management	3
OECS 211	Word Processing Applications	3
OECS 215	Spreadsheet Applications	3
Choose one from the following:		3
ECON 1110G	Survey of Economics	
ECON 2110G	Macroeconomic Principles	
ECON 2120G	Principles of Microeconomics	
<b>Total Credits</b>		<b>31</b>

## A Suggested Plan of Study

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

<b>First Year</b>		
<b>Fall</b>		<b>Credits</b>
OATS 102	Keyboarding: Document Formatting	3
OATS 106	Business Mathematics	3
BUSA 1110	Intro to Business	3
Choose one from the following:		3
ECON 1110G	Survey of Economics	
ECON 2110G	Macroeconomic Principles	
ECON 2120G	Principles of Microeconomics	
ENGL 1110G	Composition I	4
<b>Credits</b>		<b>16</b>
<b>Spring</b>		
ACCT 200	A Survey of Accounting	3
OATS 110	Records Management	3
ENGL 2210G	Professional & Technical Communication	3
OECS 211	Word Processing Applications	3
OECS 215	Spreadsheet Applications	3
<b>Credits</b>		<b>15</b>
<b>Total Credits</b>		<b>31</b>