

BUSINESS OFFICE TECHNOLOGY - CERTIFICATE OF COMPLETION

Prefix	Title	Credits
Core Curriculum Requirements		
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	
Total Credits		31