

BUSINESS OFFICE TECHNOLOGY - CERTIFICATE OF COMPLETION

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.

First Year

Fall		Credits
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
Credits		16
Spring		
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
Credits		15
Total Credits		31