

Office Management & Support Technology

Program

Office Management

Degree Type

Certificate (CER)

Notes:

- Classes may be taken in any semester if prerequisites are met.
- *OAD101 and OAD103 may be challenged.

First Term

Item #	Title	Credits
OAD 101	BEGINNING KEYBOARDING	3
OAD 218	OFFICE PROCEDURES	3
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3

Second Term

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 131	BUSINESS ENGLISH	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 233	TRENDS IN OFFICE TECHNOLOGY	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3

Third Term

Item #	Title	Credits
OAD 125	WORD PROCESSING	3
BUS 210	INTRODUCTION TO ACCOUNTING	3
BUS 215	BUSINESS COMMUNICATION	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
	SPH 106 or SPH 107	3
	Total Credits	45