

Office Management & Support Technology

Program

Office Management

Degree Type

CTE Short-Term Certificate (STC)

Notes: Classes may be taken in any semester if prerequisites are met.

First Term

Item #	Title	Credits
OAD 125	WORD PROCESSING	3
BUS 100	INTRODUCTION TO BUSINESS	3
BUS 215	BUSINESS COMMUNICATION	3

Second Term

Item #	Title	Credits
OAD 131	BUSINESS ENGLISH	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 218	OFFICE PROCEDURES	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3
Total Credits		21