

BUSINESS OFFICE TECHNOLOGY - CERTIFICATE

Code	Title	Hours
Technical Requirements		
ACCT 2115	Survey of Accounting	3
BLAW 2110	Business Law I	3
BUSA 1110	Introduction to Business	3
BUSA 1210	Records Management	3
ENGL 1110G	Composition I (Required)	4
ENGL 2210G	Professional & Technical Communication	3
OATS 102	Keyboarding: Document Formatting	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	Microeconomic Principles	
Total Hours		31

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.

Course	Title	Hours
First Year		
Fall		
BLAW 2110	Business Law I	3
BUSA 1110	Introduction to Business	3
Choose one from the following:		3
ECON 1110G	Survey of Economics	
ECON 2110G	Macroeconomic Principles	
ECON 2120G	Microeconomic Principles	
Area I: Communications		
ENGL 1110G	Composition I	4
OATS 102	Keyboarding: Document Formatting	3
Hours		16
Spring		
ACCT 2115	Survey of Accounting	3
BUSA 1210	Records Management	3
ENGL 2210G	Professional & Technical Communication	3
OECS 211	Word Processing Applications	3
OECS 215	Spreadsheet Applications	3
Hours		15
Total Hours		31