

Technical Office Procedures & Skills (CP)

Technical Office Procedures and Skills is a two-semester certificate program designed to prepare students for entry-level positions in an office setting. This curriculum provides students with the knowledge and training necessary to succeed in current office positions as well as in the high-tech office environments that now characterize organizations.

REQUIRED COURSES Office Procedures and Skills Total Certificate Hours: 36

First Semester

Number	Title	Hrs
BUSN 245	Microsoft Excel	3
ENGL 101	Composition	3
POST 111	Keyboarding/Doc Processing I	3
POST 121	Text Editing Rules & Applications	3
<i>Restricted Math Elective: choose from</i>		3
MATH 101	General Math (or higher)	
POST 114	Office Math Applications	
<i>Restricted Accounting Elective: choose from</i>		3
ACCT 101	Principles of Accounting I	
POST 201	Office Accounting	
Total Semester Hours		18

Second Semester

Number	Title	Hrs
BUSN 232	Business & Electronic Comm	3
POST 112	Keyboarding/Doc Processing II	3
POST 231	Records Systems	3
POST 242	Machine Transcription	3
POST 272	Career & Professional Dev	3
<i>Restricted Elective: choose from</i>		3
BUSN 230	Desktop Pub/Presentations	
BUSN 255	Microsoft Access	
CRMJ 212	Legal Research & Methodology	
MGMT 110	Principles of Management	
MAST 105	Medical Terminology	
Total Semester Hours		18