

## Office Technology Certificate of Achievement - Active

Department: Business

Approval: November 2012

The certificate curriculum is designed for students who desire recognition for completing a rigorous course of study in business office skills but who may not be interested in pursuing a degree. Students who complete the following courses with grades of C or higher in each course will receive the Certificate of Achievement in Office Technology.

### Learning Outcomes

Upon completion of this program, students will be able to:

- Write effective business-related documents
- Apply computer skills to complete business tasks
- Communicate effectively and appropriately in an office environment
- Keyboard a minimum of 45 net words a minute
- Qualify for entry-level positions in office support

\*Completion of program requires a keyboarding speed of 45 wpm. Keyboarding classes may be waived for students who pass the equivalency test of 45 wpm.

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

### ***Courses Required for the Certificate of Achievement in Office Technology***

Course	Units
<b>First Semester: required courses:</b>	
BSEN 70 - Grammar and Writing Essentials for Business	5.00
CRER 62 - Successful Job Search Techniques	1.00
Total:	6.00
<b>First Semester: choose one of these keyboarding courses:</b>	
MABS 30 - Computer Keyboarding	3.00
MABS 35 - Speedbuilding I: Keyboarding	1.50
Total:	1.50 - 3.00
<b>Second Semester: required courses:</b>	
BSEN 74 - Written Business Communication	3.00
MABS 101 - Spreadsheets for Business/Excel	3.00
Total:	6.00
<b>Second Semester: choose one of these Microsoft Word options:</b>	
MABS 38 - Document Production Using Microsoft Word	3.00
MABS 391 - Word Processing/Microsoft Word	3.00
Total:	3.00
<b>Second Semester: choose one of these two options:</b>	

CMST 6 - Workplace Communication	3.00
PSYC 26 - Applied Psychology	3.00
Total:	3.00
<b>Total:</b>	<b>19.50 - 21.00</b>

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