

BUSINESS STUDIES

ADMINISTRATIVE OFFICE MANAGEMENT/WORD PROCESSING

Certificate of Proficiency

The objective of the program is to prepare students for employment in office occupations using word processing technology. A corollary purpose is to update the skills of those currently working in some phase of this technology. It is the student's responsibility to insure that he/she has successfully completed prerequisite studies contained in course descriptions.

- 3 s.h. English I (ENGL 151)
- 3 s.h. Fundamentals of Accounting (ACCT 121)
- 3 s.h. Introduction to Office Systems (BUSN 125)
- 1 s.h. Word Processing (BUSN 126)
- 2 s.h. Keyboarding II (BUSN 136)
- 3 s.h. Integrated Office Software (CSIT 123)
- 3 s.h. Business Communications (BUSN 210)
- 3 s.h. Word Processing/Machine Transcription (BUSN 211)
- 3 s.h. Integrated Software Applications (BUSN 215)
- 3 s.h. Word Processing Applications (BUSN 214)
- 3 s.h. Office Management (BUSN 220)
- 3 s.h. General Psychology (PSYC 172)
- 33 s.h.

TOTAL CREDITS 33

Students must complete one-half of the total number of semester hours required for this program at OCC.