

ADMINISTRATIVE OFFICE MANAGEMENT/WORD PROCESSING

Certificate of Proficiency

The objective of this program is to prepare students for employment in office occupations using word processing technology. The 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 the 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.