

# Office Careers Certificate

---

At the completion of this 18-credit-hour certificate, students will be able to demonstrate proficiency in office skills, including computer and word processing knowledge. This certificate program prepares students to enter an office career in a minimal time period.

## Suggested/Sample Course Sequence

The sequence taken by the student may vary depending on prerequisites, course availability, and personal/professional responsibilities.

(Major Code 4900; State CIP Code 52.0401)

- Gainful Employment - Office Careers
- Business Office Technology

## First Semester

BOT 103	Business English	3
BOT 105	Keyboarding and Formatting I	3
BOT 106	Intro to Business Computer Applications*	3
BOT 130	Office Systems Concepts	3
<b>Total Hours</b>		<b>12</b>

## Second Semester

BOT 110	Skillbuilding I*	1
BOT 115	Electronic Calculators	1
BOT 155	Word Processing Application I*	2
BOT 180	Business Spreadsheet Applications*	1
or BOT 185	Business Database Applications*	
BOT 125	Document Formatting*	1
<b>Total Hours</b>		<b>6</b>

**Note:** Students attempting to take BOT 155 and BOT 125 in the same semester should contact the department chair.

**Total Program Hours: 18**