

Name : _____

BUSINESS: OFFICE TECHNOLOGY CERTIFICATE
(HEGIS 5005)



I. FIRST SEMESTER	CREDITS	SEMESTER	GRADE
A. OFT 101 Beginning Keyboarding or OFT 102 Intermediate Keyboarding (based on test results)	3		
B. ENG 100 Essentials of Effective Writing or ENG 101 English Composition I (based on test results)	3		
C. BUS 110 Business Math	3		
D. OFT 140 Office Procedures and Administration	3		
E. CIS 130 Concepts of Windows Based Software	3		
F. Physical Health Elective (HED or PED) 1.	1		

II. SECOND SEMESTER	CREDITS	SEMESTER	GRADE
A. OFT 102 Intermediate Keyboarding * * 3 credits of BUS, CIS or OFT elective required for any student who tested above OFT 101 Beginning Keyboarding first semester. A grade of "C" (73%) or better is required in OFT101.	3		
B. OFT 118 Machine Transcription	3		
C. BUS 154 Small Business Accounting or BUS 101 Accounting I	3/4		
D. CIS Elective (200 level course) 1.	3		
E. BUS 220 Business Communications	3		

MINIMUM TOTAL CREDITS 31/32

PROGRAM DESCRIPTION: This certificate in Business: Office Technology requires a minimum of 31 credit hours of instruction. It is a two semester program for a full-time student that prepares the student for employment in government and private industry.

PREREQUISITE: This program is intended for those students with at least one unit in keyboarding from high school or Beginning Keyboarding at NCCC.

Students entering with one year of high school bookkeeping and/or high school accounting should consider BUS 101 Accounting I. Students with no high school bookkeeping and/or accounting should take BUS 154 Small Business Accounting.

My advisor and I have gone over this advisement sheet and I understand the progress I am making toward my certificate. I also understand which courses I need to complete my certificate and realize that any add/drop of courses may modify my anticipated date of graduation.

<u>DATE</u>	<u>STUDENT SIGNATURE</u>	<u>ADVISOR SIGNATURE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

