

NAME: \_\_\_\_\_ SS#: \_\_\_\_\_

DATE: \_\_\_\_\_

**OFFICE MANAGMENT  
Certificate  
2010-2011**

<b>First Term</b>		<b>Cert.</b>	<b>GRADE</b>
BUS 100	Introduction to Business	3	_____
BUS 241	Principles of Accounting I	3	_____
BUS 263	Legal & Social Environment of Business	3	_____
<b>Second Term</b>			
BUS 215	Business Communication	3	_____
BUS 242	Principles of Accounting II <b>or</b>		
OAD 217	Office Management	3	_____
CIS 196B	Commercial Software Appls. - Spreadsheets	3	_____
<b>Third Term</b>			
OAD 233	Trends in Office Technology <b>or</b>		
OAD 125*	Word Processing	3	_____
BUS 248	Managerial Accounting <b>or</b>		
OAD 138	Records/Information Management	3	_____
	Approved Elective	2	_____
<b>CREDIT HOUR TOTAL</b>		<b>26</b>	

*\*CIS 130, OAD 101, and OAD 103 may be challenged.*

*\*OAD 125 prerequisites: OAD 101 and OAD 103*