

NAME: _____ SS#: _____

DATE: _____

OFFICE MANAGMENT
Occupational Certificate
2010-2011

First Term		Occ. Cert.	GRADE
BUS 100	Introduction to Business	3	_____
CIS 130*	Introduction to Information System	3	_____
ENG 101	English Composition I	3	_____
MTH 100	Intermediate College Algebra or		
MTH 246	Mathematics of Finance	3	_____
OAD 101*	Beginning Keyboarding	3	_____

Second Term

BUS 241	Principles of Accounting I	3	_____
BUS 275	Principles of Management	3	_____
CIS 196B	Commercial Software Appls. - Spreadsheets	3	_____
OAD 103*	Intermediate Keyboarding	3	_____
OAD 138	Records/Information Management	3	_____

Third Term

BUS 215	Business Communication	3	_____
CIS 196C	Commercial Software Appls. – Database Design	3	_____
OAD 125*	Word Processing	3	_____
OAD 201	Legal Terminology or		
OAD 211	Medical Terminology	3	_____
	BUS/CIS/OAD Elective	3	_____

Fourth Term

BUS 263	Legal & Social Environment of Business	3	_____
OAD 202	Legal Transcription or		
OAD 212	Medical Transcription	3	_____
OAD 203	Legal Office Procedures or		
OAD 214	Medical Office Procedures or		
OAD 218	Office Procedures	3	_____
OAD 233	Trends in Office Technology	3	_____
OAD 240	CPS Review	3	_____

CREDIT HOUR TOTAL 60

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