

Office Technology Clerical Assistant Certificate

Concentration Requirements			Credit Hours
OTEC	102	College Keyboarding	3
OTEC	106	Formatting	3
OTEC	109	Office Machines	1
OTEC	111	Records Management	2
OTEC	119	Business Math*	3
COMP	110	Computer Concepts and Applications	3
COMP	115	Spreadsheet Concepts and Applications	3
		Concentration Electives *	6
Total			24

***Concentration Electives**

OTEC	103	Microcomputer Application I (3)	
OTEC	113	Business Accounting (3)	
OTEC	121	Office Procedures (3)	
OTEC	122	Coordinated Office Training I (1-3)	
OTEC	123	Coordinated Office Training II <i>or</i> Approved Elective (see adviser) (3)	
OTEC	127	Transcription Skills (1)	
OTEC	155	Word Processing Concepts and Applications (3)	
BUAD	110	Business Communications (3)	

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

