

Office Communications Certificate (2610)

First Semester:

BUSM 1050*	Keyboarding	1
BUSM 1300	Introduction to Business	3
ENGL 1111	English Composition I (B)	4
ITIS 1000	Introduction to Personal Computers	1
OR		
ITIS 1005	Computers and Information Processing	3
ENGL 2201	Introduction to Technical Writing	2
ITON 1020	Using Microsoft Windows	1
OR		
ITON 1030	Using Microsoft Windows Vista	

12-14

Second Semester:

BUSM 2400	Business Communication	3
BUSM 2450	Computer-Based Business Practices	2
ITIS 1510	Using Windows Applications: Word Processing	3
OR		
BUSM 1100	Document Processing	
MATH 1040	Applied Business Mathematics	2
SPCH 1100	Effective Interpersonal Communications	3
OR		
SPCH 1150	Fundamentals of Interpersonal Communication	2

12-13

Certificate Total: 24-27

*May be waived if student can key a minimum of 25 wpm.