

OFFICE ADMINISTRATION, CERTIFICATE OF COMPETENCY (OAC)

Part-Time Academic Plan

Course	Title	Hours
First Semester		
ENG 100	English Composition I	3
BUS 100	Introduction to Business	3
CS 100	Introduction to Information Technology	3
Hours		9
Second Semester		
CS 111	Computer Applications	3
BUS 130	Business Communication	3
ACC/BUS/CS/DPR Elective		
Hours		6
Total Hours		15