

## Office Communications Certificate (2610)

### First Semester:

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

12-14

### Second Semester:

BUSM 2400	Business Communication	3
ITIS 1100	Internet Services: Tools and Web Page Creation	2
<b>ITIS 1510</b>	<b>Using Windows Applications: Word Processing</b>	3
<b>OR</b>		
<b>BUSM 1100</b>	<b>Document Processing</b>	
MATH 1040	Applied Business Mathematics	2
<b>SPCH 1100</b>	<b>Effective Interpersonal Communications</b>	3
<b>OR</b>		
<b>SPCH 1150</b>	<b>Fundamentals of Interpersonal Communication</b>	2

12-13

**Certificate Total: 24-27**

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