

BUSINESS OFFICE TECHNOLOGY

Occupational Skills Award

The Business Office Technology Department offers an Occupational Skills Award of 9 semester credit hours in Business Office Technology. Awardees of the award demonstrate proficiency in commonly used software applications and the basic knowledge required for entry level jobs such as an office clerk or other related positions. All courses in the occupational skills award apply to the current Level 1 and Level 2 certificates.

Semester I

POFI 1301	Computer Applications I
POFT 1321	Business Math
POFT 1309	Administrative Office Procedures I

Total Semester Hours - 9