
**OFFICE ADMINISTRATION AND ACCOUNTING TECHNOLOGIES (OFTEC)
MICRO-CERTIFICATE OPTIONS**

To receive a micro-certificate in Office Administration and Accounting Technologies, the student must:

1. Choose a micro-certificate option and take the required courses.
2. Maintain a minimum 2.0 GPA.
3. Apply for micro-certificate final quarter.

A student's program may vary according to an individual's personal schedule, motivation, and current skill level. In determining a course schedule and a time frame for completing a certificate program, the student is advised to note these courses in order to plan a schedule of completion appropriate to the student's entry-level skill.

Courses marked with an asterisk (*) have prerequisites—requirements which must be met before enrolling.

| Business Communications | | | | |
|--------------------------------|------------|----------------------------|---------|-------|
| Quarter | Course No. | Course Title | Credits | Grade |
| | OFTEC 210 | Electronic Communication | 3 | |
| | OFTEC 215* | Business Communications | 5 | |
| | CMST 125 | Professional Communication | 3 | |
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| Microcomputer Accounting | | | | |
|---------------------------------|------------|-----------------------------|---------|-------|
| Quarter | Course No. | Course Title | Credits | Grade |
| | OFTEC 145 | Practical Accounting I | 5 | |
| | OFTEC 146* | Practical Accounting II | 5 | |
| | OFTEC 242* | Microcomputer Accounting I | 3 | |
| | OFTEC 244* | Microcomputer Accounting II | 3 | |
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| Payroll Accounting | | | | |
|---------------------------|------------|-------------------------------------|---------|-------|
| Quarter | Course No. | Course Title | Credits | Grade |
| | MATH 100* | Professional Technical Applied Math | 5 | |
| | OFTEC 140* | Electronic Calculator | 2 | |
| | OFTEC 142 | Payroll Accounting | 3 | |
| | OFTEC 145 | Practical Accounting I | 5 | |
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| Software Applications | | | | |
|------------------------------|------------|-------------------------------|---------|-------|
| Quarter | Course No. | Course Title | Credits | Grade |
| | OFTEC 122 | MS Word Core Level | 3 | |
| | OFTEC 124* | Document Production | 5 | |
| | OFTEC 132 | MS PowerPoint | 2 | |
| | OFTEC 134 | MS Excel and Access | 5 | |
| | OFTEC 232* | MS Office Integrated Projects | 3 | |
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| Word Processing | | | | |
|------------------------|------------|-----------------------------|---------|-------|
| Quarter | Course No. | Course Title | Credits | Grade |
| | OFTEC 105* | Keyboarding – Skillbuilding | 2 | |
| | OFTEC 122 | MS Word Core Level | 3 | |
| | OFTEC 124* | Document Production | 5 | |
| | OFTEC 126* | MS Word Expert Level | 3 | |
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