



OFFICE TECHNOLOGY: CLERICAL (Certificate)
APC — 0935

This program leads to a certificate after one year of study. It is designed to provide students with concentrated skill training for immediate employment. However, all credits can be applied toward an associates degree.

Emphasis is on applying basic clerical skills such as keyboarding, administrative support procedures, and business communications in a computerized office environment. An individualized instructional system is used by the instructor in some courses. Graduates will be prepared for employment as clerk typists, receptionists, and general office workers in modern automated offices in business, industry, and government.

Program prerequisites: OT 133 Beginning Keyboard or equivalent.

First Semester

OT 134 Intermediate Keyboarding ¹	3
OT 235 Administrative Support Procedures I	3
OT 139 Introduction to Office Systems & Technology	3
Business Elective ²	3
CS 105 Microcomputer Applications	3
	<u>15</u>

Second Semester

OT 230 Machine Transcription ²	3
OT 236 Administrative Support Procedures II.....	3
OT 241 Word Processing Applications (Basic) ²	3
BU 137 Business Communications ²	3
	<u>12</u>

¹A student must have completed OT 133 or equivalent. Minimum 27 credits required (30 if OT 133 is needed).

²Students interested in pursuing a career in Receptionist/Office Assistant should work closely with an academic advisor in selecting courses under the Office Technology: Clerical program. These students should take BU 137 in the second semester and the Business Elective in the first semester.