



OFFICE TECHNICIAN, CERTIFICATE - OTC7

Graduation Plans

Fall Start

Course	Title	Hours
First Year		
Fall Semester		
ACC 101	Accounting Principles I	3
AOT 105	Keyboarding	3
BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
MGT 101	Principles of Management	3
Hours		15
Spring Semester		
AOT 161	Records Management	3
AOT 165	Information Processing Software	3
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	3
IST 281	Presentation Graphics	3
Hours		15
Total Hours		30

Spring Start

Course	Title	Hours
First Year		
Spring Semester		
ACC 101	Accounting Principles I	3
AOT 105	Keyboarding	3
BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
Hours		12
Summer Semester		
AOT 161	Records Management	3
AOT 165	Information Processing Software	3
Hours		6
Fall Semester		
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	3
IST 281	Presentation Graphics	3
MGT 101	Principles of Management	3
Hours		12
Total Hours		30

Summer Start

Course	Title	Hours
First Year		
Summer Semester		
AOT 105	Keyboarding	3
CPT 101	Introduction to Computers	3
Hours		6
Fall Semester		
ACC 101	Accounting Principles I	3
AOT 161	Records Management	3
AOT 165	Information Processing Software	3
BUS 101	Introduction to Business	3
Hours		12
Spring Semester		
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	3
IST 281	Presentation Graphics	3
MGT 101	Principles of Management	3
Hours		12
Total Hours		30