



# OFFICE TECHNICIAN, CERTIFICATE - OTC7

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## Requirements

Courses	Course Title	Credit Hours
<b>Required Course Information</b>		
ACC 101	Accounting Principles I	3
AOT 105	Keyboarding	3
AOT 161	Records Management	3
AOT 165	Information Processing Software	3
BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	3
IST 281	Presentation Graphics	3
MGT 101	Principles of Management	3
<b>Total Hours</b>		<b>30</b>