



(Certificate)

Advanced Office Accounting Specialist

ICCB Code: C 044E

Required Courses							
First Semester	Lec	Lab	Cr	RCC	Sem/Yr	Transfer	
Bus 110 Business Math	3	0	3				
OT 114 Word Processing & Presentation (New Course)	2	2	3				
OT 116 Database Applications (New Course)	2	2	3				
OT 119 Business English	3	0	3				
OT 170 Professional Office Procedures (formerly OT 250)	3	0	3				
Subtotals	13	4	15				
Second Semester	Lec	Lab	Cr				
IT 120 Spreadsheet Applications	2	2	3				
IT 130 Word Processor Applications	2	2	3				
OT 113 Editing and Proofreading (New Course)	3	0	3				
OT 120 Business Communications	3	0	3				
OT 150 Records Management	3	0	3				
OT 160 Office Accounting (or Acct 101*)	3	0	3				
Subtotals	16	4	18				
Third Semester	Lec	Lab	Cr				
OT 215 Document Production (New Course)	2	2	3				
Subtotals	2	2	3				
Fourth Semester	Lec	Lab	Cr				
Acct 205 Small Business Accounting	2	2	3				
OT 210 Statistical Keyboard Entry	2	2	3				
Subtotals	4	4	6				
Program Total 42							

Other Graduation Requirements:
 2.00 (C) Grade Point Average for all courses at RCC

Comments: _____
