



(Certificate)

Business Office Specialist

ICCB Code: C 044C

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 200 Speedwriting (formerly OT 131)	3	0	3			
OT 205 Voicing & Transcription	2	2	3			
OT 215 Document Production (New Course)	2	2	3			
Subtotals	7	4	9			
Fourth Semester	Lec	Lab	Cr			
OT 210 Statistical Keyboard Entry	2	2	3			
Subtotals	2	2	3			
Program Total 45						

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

Comments: _____
