

**BUSINESS TECHNOLOGIES – OFFICE ADMINISTRATION
SHORT CERTIFICATE**

COURSE NUMBER	COURSE NAME	CREDIT HOURS
BUS215	Business Communications	3
CIS146	Microcomputer Applications	3
OAD103	Intermediate Keyboarding	3
OAD104	Advanced Keyboarding	3
OAD125	Word Processing	3
OAD138	Records Management	3
	TOTAL	18