

**OFFICE MANAGEMENT TECHNOLOGY
OFFICE TECHNOLOGY SPECIALIST (OTS)
30 CREDIT CAREER CERTIFICATE**

This curriculum prepares students for an executive assistant or office management position in today's globalized business environment.

FIRST SEMESTER – FALL		CREDIT HOURS
OMT 102	Keyboarding and Document Formatting.....	2
OMT 131	Introduction to Windows	1
OMT 140	Office Orientation.....	3
OMT 206	Presentation Software Fundamentals	1
OMT 207*	Presentation Software Advanced	2
OMT 210	Word Processing Software Fundamentals	1
OMT 211	Word Processing Software Advanced	2
		Total 12
SECOND SEMESTER – SPRING		
OMT 216	Spreadsheet Software Fundamentals	1
OMT 223	Spreadsheet Software Advanced	2
OMT 218	Database Software Fundamentals	1
OMT 219*	Database Software Advanced	2
OMT 242	Business Communications	3
		Total 9
THIRD SEMESTER – FALL		
BUS 101	Financial Accounting.....	3
OMT 125*	Records Management	3
OMT 127*	Electronic Recordkeeping.....	3
		Total 9
		Overall Total 30

*Students are urged to take courses in the sequence as listed above. The courses marked with an * are only offered in the semester listed.