

Office Management

Certificate

(TSI-Waived Program)

Semester I

_____	ACNT 1303	Introduction to Accounting I
_____	BMGT 1327	Principles of Management
_____	BUSI 1301	Business Principles
_____	EDUC 1100	Learning Framework
_____	POFT 1301	Business English
_____	POFT 1329	Beginning Keyboarding

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Total Credits 31

Semester II

_____	BMGT 1325	Office Management
_____	POFI 1349	Spreadsheets
_____	POFI 2301	Word Processing
_____	POFT 1321	Business Math
_____	POFT 2301	Intermediate Keyboarding

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