



BUSINESS AND OFFICE TECHNOLOGIES: OFFICE MANAGEMENT

The Office Management Program prepares students for business office careers, including those in middle/administrative management. Students develop abilities that create opportunities for promotions, job transitions, and positions of greater responsibility in the workplace. Emphasis on supervision, leadership, and interpersonal skills.

Table with 5 columns: Course ID, Course Description, GRADE, IP, NEED, UNITS. Rows include BUSOT 40B, 50, 60B, 63, 88, 400, 452, 455, 460, 470, 471.

*BUSOT 64A may not be counted twice

Plus a minimum keyboarding speed of 50 wam for 5 minutes verified by the Business and Office Technologies Department Proficiency Certificate.

Table with 5 columns: Course ID, Course Description, GRADE, IP, NEED, UNITS. Rows include BUSOT 28A, 61, 62, 64A*, 64B, 465A, 496ABCD.

*BUSOT 64A may not be counted twice

Requirements for the Office Management Certificate: (L321)

Same as the major requirements for the A.S. Degree.

Student Name: _____

ID #: _____

Date: _____

Counselor: _____

COUNSELOR NOTES: [Empty table for notes]

In addition to completion of the MAJOR, there are other requirements for the degree, refer to the Chaffey College Graduation Requirement Sheet or see a counselor in the Counseling Center. All courses required for a certificate must be completed with a minimum grade of C.