

Business - Office Technology Certificate

West Burlington Campus, Online, and select courses
available at the Keokuk Campus

Program Information

The Office Technology certificate provides exposure to commonly used office devices, methods, and software programs. Students will get hands-on training using simulated projects in the classroom or online.

Instructor and Staff

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Program Requirements

Fall I	Credit
ADM-103 Office Technology	2
ADM-162 Office Procedures	3
CSC-110 Introduction to Computers	3
Semester Total.....	8
Program Total.....	8