Office Careers Technology Certificate Pathway

Office Careers Technology Certificate (24 hours)

- Intro to Business Accounting
- Intro to Accounting Software
- Business Communications
- Word Processing
- Document Processing
- Spreadsheet Management
- Human Relations
- OSHA-10

WorkKeys Entrance Tests
- Applied Math – Level 4
- Reading for Information – Level 4
- Typing Test – 25 net words/minute

Optional WorkKeys Prep workshops will be offered for students who do not achieve the necessary scores.

Students will be prepared to take the following certificate assessment(s):
- Microsoft Office – Word
- Microsoft Office – Excel (optional)
- OSHA 10

12/23/2015