

**Technical Certificate
in Office Technology
Catalog 2011-2012**

Student Name: _____

Student ID: _____

				Taken at PTC	Complete	Incomplete
General Education - 6 Credit Hours						
	ENGL	1311	English Composition I			
	MATH	1301	College Business Mathematics			
Business and Related Courses - 24 Credit Hours						
	BUS	1113	Business Machines/Math Applications			
	BUS	1123	Accounting Fundamentals (may substitute ACCT 2310)			
	BUS	1233	Document Processing			
	BUS	1243	Business Communications			
	CIS	1103	Computer Concepts			
	BUS	2353	Database Management with Access			
	BUS	2643	Human Relations			
	BUS	1513	Introduction to Word Processing/Microsoft® Word			