

GENERAL OFFICE CERTIFICATE

8 Semester Credit Hours; Curriculum: 0312

This certificate can be completed in one semester.

Code	Title	Hours
Courses for a Certificate		
CAB 102	Basic Keyboarding	1
CAB 106	Keyboarding Speed and Accuracy Development	1
CAB 110	Windows Fundamentals	1
CAB 125	Word Processing Using Word	2
CAB 184	Communication Strategies ¹	3
Total Hours		8

¹ Offered in spring semester only

Prior to enrolling in CAB 125 or CAB 184, it is recommended that the student successfully complete CIS 090 Computers for New Users.

Program Learning Outcomes

1. Perform basic office duties and responsibilities.
2. Demonstrate competence with word processing technologies to produce basic documents.
3. Perform the current speed and accuracy requirements for typing and 10-key operation in an office environment.