



Program: Office Professional Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER_BOFP

CIP Code: 52.0201



SMART PATH

First Semester

Course Code	Course Name	Credit Hours
ACC 101	Fundamentals of Accounting	3
BTE 102	Keyboarding Apps I	2
BUS 115	Introduction to Business	3
	Total	8

Second Semester

Course Code	Course Name	Credit Hours
ACC 245	Computerized Accounting with a Professional Package	3
BTE 108	Ten-Key by Touch	1
CIS 118	Intro to PC Applications	3
	Total	7

Third Semester

Course Code	Course Name	Credit Hours
BTE 225	Office Management	3
BUS 217	Business Communications & Report Writing	3
CIS 135	Complete PC Word Processing	3
CIS 155	PC Spreadsheets Concepts	3
	Total	12

TOTAL: 27 credits