

Office Technology (Part-Time)

Year 1

Semester 1	Code	Credits
Inroduction to Keyboarding	O TEC 100	3
English Skills for Business 1	O TEC 101	3
Spanish/French Oral Communication	SPNH 102/ FRNH 102	3
English and Communication	CORE 100	3
Semester 2	Code	Credits
English Skills for Business 2	O TEC 102	3
Quality Customer Care	HOST 102	3
Spanish/French Oral Communication for the Office 2	SPNH 103/ FRNH 103	3
Practical Mathematics	CORE 103	3

Year 2

Semester 1	Code	Credits
Business Administration 1	O TEC 103	3
Business Practice 1	O TEC 104	3
Text Processing 1	OADM 103	3
Ethics and Citizenship	CORE 101	3
Semester 2	Code	Credits
Business Administration 2	O TEC 203	3
Business Practice 2	O TEC 204	3
Micro-Computer Applications for the Office 1	OADM 102	3
Text Processing 2	OADM 104	3

Year 3

Semester 1	Code	Credits
Text Production	O TEC 200	3
Management Practice	PROC 206	3
Micro-Computer Applications for the Office 2	OADM 202	3
Beginner's Accounting	GEED 126	3
Semester 2	Code	Credits
Four Week Internship	BUST 105	4
Caribbean Politics & Society	CORE 102	3
QuickBooks	IQBP 101	2
Elective		3