

BUSINESS OPERATIONS COORDINATOR (CERTIFICATE OF COMPLETION)

Courses by Quarter Courses by Quarter

Code	Title	Credits
Quarter 1		
MATH 092	Mathematical Reasoning	5
ENGL 090	Integrated Reading and Writing I	5
or ENGL 095	Integrated Reading and Writing II	
CCS 101	Pathways to Success	3
Quarter 2		
BUS 104	Business Math	5
ENGL 098	Transitional English Composition	5
or ENGL& 101	English Composition I	
BUS& 101	Introduction to Business	5
Quarter 3		
ACCT& 201	Principles of Accounting I	5
OFTEC 108	Introduction to Microsoft Office	3
BUS 160	Principles of Marketing	5
Quarter 4		
OFTEC 141	Microsoft Excel	5
OFTEC 136	Microsoft Word I	5
BUS 260	Principles of Management: Diversity	5
Quarter 5		
Select one of the following:		4-5
BUS 220	Starting and Managing a Small Business	
CMST 110	Introduction to Social Media	
OFTEC 125	Digital Productivity Tools	
CMST& 220	Public Speaking	5
or CMST& 240	Intercultural Communication: Diversity	
BUS 140	Customer Service	5