



## University of New Mexico Taos

### Certificate in Office Technology

The Certificate in Office Technology is designed to develop the skills and abilities necessary to meet employment standards in a variety of office settings. The Office Technology program offers training in organizational and interpersonal skills as well as office automation and written communication. The program consists of hands-on laboratory training to prepare students for employment and emphasizes up-to-date computer applications that are used in a variety of office settings. The individual completing this certificate will be prepared in the technical devices and tools used by various organizations for everyday tasks, such as managing clients, fulfilling orders, maintaining payroll information, and conducting communications. (Courses taken as part of the certificate program may apply towards an Associate of Applied Science degree). **UNM-Taos reserves the right to make necessary changes as needed.** *Students should consult with an advisor prior to enrollment.*

#### Required Courses

**31 credit hours**

Computer Technology (CT) 102 Introduction to Microcomputers  
 Computer Technology (CT)125 Introduction To The Macintosh  
 Office and Business Technology (OBT) 105 Basic Keyboarding  
 Office and Business Technology (OBT) 111 Keyboarding and Word Processing I  
 Office and Business Technology (OBT) 205 Business Math Applications  
 Office and Business Technology (OBT) 235 Records Management  
 Office and Business Technology (OBT) 260 Desktop Publishing and Presentation  
 Office and Business Technology (OBT) 265 Business Communications  
 Computer Technology (CT) 130L Office 365  
 Business and Technology (BSTC) 175 Professional Readiness (1 credit)  
 Any OBT, CT, CS, BSTC 3 credit course **OR** University (UNIV) 101 Introduction to Higher Education and UNM

**TOTAL CREDIT HOURS REQUIRED 31**



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NAME: \_\_\_\_\_ BANNER ID: \_\_\_\_\_ PROGRAM ENTRY DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Required Courses - 31 credit hours**

Course	Subject	CR HR	Grade	Semester
CT 102	Intro to Microcomputers	3		
CT 125	Intro to Macintosh	3		
OBT 105	Basic Keyboarding	3		
OBT 111	Keyboarding and Wordprocessing	3		
OBT 205	Business Math Applications	3		
OBT 260	Desktop Publishing and Presentations	3		
OBT 265	Business Communications	3		
CT 130L	Office 365	3		
BSTC 175	Professional Readiness	1		
		3		

**TOTAL CREDIT HOURS 31**