



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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Certificate in Office Technology**

CATALOG YEAR: _____

NAME: _____ BANNER ID: _____ PROGRAM ENTRY DATE: _____

SEMESTER/YEAR

Required Core Courses - 31 credit hours

Course	Course Title	Credit Hours	Grade	Semester	Course Taken	School course taken at:
CT 102	Intro to Microcomputers	3				
CT 125	Intro to Macintosh	3				
OBT 105	Basic Keyboarding	3				
OBT 111	Keyboarding and Word processing	3				
OBT 205	Business Math Applications	3				
OBT 235	Records Management	3				
OBT 260	Desktop Publishing and Presentations	3				
OBT 265	Business Communications	3				
CT 130L	Office 365	3				
BSTC 175	Professional Readiness	1				
	Any OBT, CT, CS, BSTC or Univ 101 Introduction to Higher Education and UNM	3				

***Substitution Course:** Indicate with an asterisk (*), the course that is being substituted, if there is a substitute. _____
Subject Code Course Number Course Name

TOTAL CREDIT HOURS REQUIRED: 31

Student Signature

Date

Academic Advisor Signature

Date