

GLOUCESTER COUNTY COLLEGE
BUSINESS AND TECHNOLOGY DIVISION

COMPUTERIZED OFFICE SYSTEMS
Professional Development Certificate Program

This program provides students with an understanding of theory and application of computerized office systems. The professional development series allows working professionals to obtain additional knowledge and skills of their professions while earning college credit.

<u>Course</u>		<u>Credits</u>
_____	BUS 231 Principles of Management	3
_____	COA 141 Computerized Information Management	3
_____	COA 242 WordPerfect or	
_____	COA 243 Microsoft Word	3
_____	COA 101 Keyboarding I* or	
_____	COA/BUS Elective	2-3
_____	COA 111 Keyboarding II	2
	<u>TOTAL MINIMUM CREDITS:</u>	13

* Students with one year of high school keyboarding with a grade "C" or better should select a COA/BUS elective. Students should not select CIS 101-107.

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REQUIRED CORE AND ELECTIVE COURSES

		<u>Credits</u>
<u>Business</u>		
Principles of Management	BUS 231	3
Computerized Information Management	COA 141	3
WordPerfect	COA 242	or
Microsoft Word	COA 243	3
Keyboarding I	COA 101	or
COA/BUS Elective	COA/BUS _____	2-3
Keyboarding II	COA 111	2
<u>TOTAL MINIMUM CREDITS:</u>		13