

# BUSINESS/OFFICE TECHNOLOGY CERTIFICATE

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<b>Code</b>	<b>Title</b>	<b>Credit Hours</b>
BSAD 1070	Customer Service	3.0
BSAD 2560	Information Management	3.0
BSAD 2570	MS Office Integration	3.0
BSAD 2580	Administrative Proc & Mgmt	3.0
CSCE 1480	Input Keyboard Technology II	3.0
CSCE 2570	Desktop Publishing	3.0
<b>Total Credit Hours</b>		<b>18.0</b>