



Business Office Management Certificate

Class/Test	Session Taken	Instructor Sign-Off	Date Completed
Keyboarding (40 wpm)			
Computer Fundamentals/Windows			
Microsoft Outlook			
Microsoft Office Essentials			
Microsoft Publisher			
Manual Accounting I			
Manual Accounting II			
Ten-Key Machine Operation			
Administrative Procedures			
Business Communications I			
Business Communications II			
Records Management			
Report Writing			
Business Etiquette			
Consumer Relations			
Business Law			
Self Exploration for Personal Growth			
Math Essentials			
English Essentials			