## College of Business and Public Affairs Degree Program Track '09 - '11 Catalog

## **Certificate: OFFICE SYSTEMS**

NAME:

Last			First	Middle I	nitial	M#		
University Studies Requirements			Business Core Requirements			Area, Major, Business Elective, or Other		
Dept./Course No.	Hours	Grade	Dept./Course No.	Hours	Grade	Dept./Course No.	Hours	Grade
ENG 105	4		BPA 215	3		BPA 235	3	
						BPA 360	3	
						OSY 120	3	
						OSY 210	3	
						OSY 214	3	
						OSY 315	3	
						*Business Electives	3	
SUBTOTAL HOURS:	4		SUBTOTAL HOURS:	3		SUBTOTAL HOURS:	21	

<sup>\*</sup>Business Electives must be approved by your advisor. MGT 250 and MKT 260 do not apply toward this area.