

# Office and Business Technology Certificate

(2010-2012) Catalog

Student Name \_\_\_\_\_ Advisor \_\_\_\_\_ Banner ID \_\_\_\_\_

## Writing and Speaking: (6 Credits)

SEM

GRD

CR

ENGL 119

ENGL 102 or CJ 130

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## Mathematics and Physical and Natural Sciences: (3 Credits)

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*Select a non-developmental Mathematics course or one course from the UNM Core Curriculum in Physical and Natural Sciences.*

## Social & Behavioral Sciences: (3 Credits)

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*Select one course from the UNM Core Curriculum in Social & Behavioral Sciences.*

## Technical Writing, Communication, Humanities and Social Sciences: (3 Credits)

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*Select one course from ENGL 219, CJ 221 or the UNM Core Curriculum in Humanities or Social & Behavioral Sciences.*

## Writing, Fine Arts and Foreign Language: (3 Credits)

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*Select one course from ENGL 102 or the UNM Core Curriculum in Fine Arts or Foreign Language.*

## Office and Business Technology Core Requirements: (33 Credits)

CS 150

IT121

MGMT 116

OBT 101

OBT 110

OBT 111

OBT 112

OBT 205

OBT 235

OBT 257

OBT 295

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## Total Required: (36 Credits)

*Students transferring to UNM Main and other 4 year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.*

- I have read and understand the requirements of this degree.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date