

Academic Program Map

Isothermal Community College

Program: Business Administration - Office Management (Certificate)

Career Cluster(s): Business

Fall 1

Term	Course ID	Course Name	Credits
1st 8 Weeks	OST 136	Word Processing	3
1st 8 Weeks	OST 164	Office Editing	3
2nd 8 Weeks	BUS 153	Human Resource Management	3

Semester Total: 9 Credits

Spring 1

Term	Course ID	Course Name	Credits
1st 8 Weeks	BUS 137	Principles of Management	3
1st 8 Weeks	MKT 223	Customer Experience	3
2nd 8 Weeks	CTS 287	Emerging Technologies	3

Semester Total: 9 Credits