

Keweenaw Bay Ojibwa Community College



Certificate OFFICE SERVICES

*[suggested pathway based on full time enrollment]*

Required Courses	Credits	Grade	Term
<b>Fall – Year 1</b>			
LS103 College Success	2		
BS110 Introduction to Business	3		
BS145 Business Communication	3		
IS107 Digital Publishing	3		
IS110 Principles of Information Systems	4		
<b>Total Credits</b>	<b>15</b>		
<b>Spring – Year 1</b>			
BS149 Business Administration Processes	4		
EN102 College Composition I	3		
IS203 Advanced Word	2		
IS204 Advanced Spreadsheets	2		
AS102 Anishinaabe Values & Philosophy	4		
<b>Total Credits</b>	<b>15</b>		
<b>TOTAL CERTIFICATE CREDITS</b>	<b>30</b>		