Keweenaw Bay Ojibwa Community College

KBOCC

Certificate OFFICE SERVICES

(suggested pathway based on part time enrollment)

Required Courses	Credits	Grade	Term
Fall — Year 1			
LS103 College Success	2		
BS110 Intro to Business	3		
IS110 Principles of Information Systems	4		
Total Credits	9		
Spring — Year 1			
EN102 College Composition I	3		
AS102 Anishinaabe Values & Philosophy	4		
Total Credits	7		
Fall — Year 2			
BS145 Business Communication	3		
IS107 Digital Publishing	3		
Total Credits	6		
Spring — Year 2			
BS149 Business Administration Processes	4		
IS203 Advanced Word	2		
IS204 Advanced Spreadsheets	2		
Total Credits	8		
TOTAL CERTIFICATE CREDITS	30		