

Certificate OFFICE TECHNOLOGY

(36 credit hours required)

Name:	Graduation Date:
Laker I.D. #:	Catalog Year: 2008-2009
Track:	Revise Date:

***Effective Spring 2006, a grade of C or higher is required in each Career Course.**

Instructions: If you have completed the course, be sure to write your grade in the Grade column. If you have not yet taken the course, please write the term you hope to take the course in the Comments column. **Also list your Electives Courses, Course Substitutions, Current/Future Courses, etc under the Comments column.** For example, if you will be taking OFFC 1100 Spring 2010, write SP10 in the Comments column. The Registrar's Office will notify you via your student e-mail account once your application has been reviewed. Please note the following:

- If you completed a required course under the quarter system, please cross out the semester course, and write in the quarter equivalent.
- You must submit your graduation application to the Registrar's Office by the published application deadline in order to guarantee your application will be reviewed prior to your intended graduation date. **If you miss the application deadline, it is very likely your graduation date will be moved to the next term.**



Office Track Acronyms below for – Accounting, Computer, General, Legal and Medical

Courses	Hours	Grade	ACCT	COMP	GEN	LEGAL	MED	Comments
OFFC 1100	3		X	X	X	X	X	
OFFC 1101	3		X	X	X	X	X	
OFFC 1111	3		X	X	X	X	X	
OFFC 1112	3			X	X	X		
OFFC 1114	3							
OFFC 2101	3					X		
OFFC 2112	3					X		
OFFC 2202	3		X					
OFFC 2205	3				X	X		
OFFC 2206	3			X		X		
OFFC 2207 or MEDA 1125	3		X	X	X	X	X	
OFFC 2209	3		X	X	X	X		
OFFC 2210	3		X	X				
OFFC 2213	3			X				
OFFC 2214	3		X	X	X			
OFFC 2215	3			X				
OFFC 2212 or OFFC 2222	3		OFFC 2222 ONLY	X	X	X	X	
OFFC 2250	3		X			X		
OFFC 2251	3		X					
OFFC 2252	3		X					

ELECTIVES HRS TO TAKE:	NONE	NONE	9	NONE	6	
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Courses	Hours	Grade	ACCT	COMP	GEN	LEGAL	MED	Comments
MEDA 1100	1						X	
MEDA 1101	2						X	
MEDA 1102	3						X	
MEDA 1110	3							
MEDA 1120	3						X	
MEDA 1140	3						X	
MEDA 1145	3							
MEDA 1150	3							
MEDA 2208	3						X	
MEDA 2222	6							

Note: ^ = Course Substitution form not submitted to Registrar's Office

***Elective Course:* Choose 6 - 9 credit semester hours of any OFFC 1000-2000 level office related or MEDA Medical Office course according to your Track. List your Electives Courses, Course Substitutions, Current/Future Courses, etc under the Comments column.**

Please indicate any specific questions/concerns you have regarding your application in the space below. If you will be using a different course from what is listed/required in the catalog, you must have an approved course substitution on file in the Registrar's Office. Please contact your advisor for further information.

Signature

Date