

## CERTIFICATE

### Office Administration I

This program gives students the basic skills required by business to work in an office environment. Completing the certificate is the first step in completing an AAS in Office Administration. Students must earn 19 hours for this certificate.

<i>Orientation 1 hour</i>		
	COLL	101
	BSAD	121 Business Math (3)
	BSAD	125 Bus Computer Apps (3)
	OA	102 Filing Sys & Rec Mgmt (3)
	OA	107 College Keyboarding* (3)
	ENGL	100 Mechanics of Comp (3)
<i>OR</i>	ENGL	101 English Composition I* (3)
	OA	100 Practical Accounting (3)
<i>OR</i>	BSAD	160 Principles of Accounting I (3)