

CERTIFICATE

Office Administration II

This certificate provides additional training over the Office Administration I certificate. Students completing the Office Administration I certificate will take an additional fifteen credit hours to complete this certificate.

Students must earn 31 hours for this certificate.

<i>Orientation 1 hour</i>					
	COLL	101			
Required Courses 26 hours					
	BSAD	103	Professional Dev (2)		
	BSAD	121	Business Math (3)		
	BSAD	125	Bus Computer Apps (3)		
	BSAD	130	Bus Correspondence* (3)		
	ENGL	100	Mechanics of Comp (3)		
OR	ENGL	101	English Composition I* (3)		
	OA	102	Filing Sys & Records Mgmt (3)		
	OA	107	College Keyboarding* (3)		
	OA	200	Word Processing I (3)		
	OA	100	Practical Accounting (3)	OR	BSAD 160 Principles of Accounting I (3)
Electives Minimum of 4 hours					
	BSAD	108	Personal Finance (3)		
	BSAD	110	Problems in Off and Bus Admin (1)		
	BSAD	150	Intro to Business (3)		
	BSAD	215	Spreadsheets (2)		
	BSAD	216	Database Management (2)		
	OA	108	Intro to Transcription (3)		
	OA	113	Desktop Publishing (3)		
	OA	211	Secretarial Office Procedures (3)		
	OA	215	Medical Terminology (3)		