

# Crowder College

## CERTIFICATE - Office Administration I

Done   Curr   To do

| <b>Orientation</b> | <b>1 hour</b>                       |     |     |     |
|--------------------|-------------------------------------|-----|-----|-----|
| COLL               | 101                                 | ___ | ___ | ___ |
| <b>18 Hours</b>    |                                     |     |     |     |
|                    | BSAD 121 Business Math (3)          | ___ | ___ | ___ |
|                    | BSAD 125 Bus Computer Apps (3)      | ___ | ___ | ___ |
|                    | OA 102 Filing Sys & Rec Mgmt (3)    | ___ | ___ | ___ |
|                    | OA 107 College Keyboarding* (3)     | ___ | ___ | ___ |
| <b>OR</b>          | ENGL 100 Mechanics of Comp (3)      | ___ | ___ | ___ |
|                    | ENGL 101 English Composition I* (3) | ___ | ___ | ___ |
| <b>OR</b>          | OA 100 Practical Accounting (3)     | ___ | ___ | ___ |
|                    | BSAD 160 Prin of Accounting I (3)   | ___ | ___ | ___ |

Comments: \_\_\_\_\_

Dean: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(print your name as you wish it to appear on your diploma)

Social Security Number: \_\_\_\_\_

Current Phone Number: \_\_\_\_\_

Address: Street: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Does your diploma need to be mailed to a different address?   \_\_\_ Yes   \_\_\_ No

Degree Confirmed: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_