

# Crowder College

## CERTIFICATE - Office Administration II

		Done	Curr	To do		Done	Curr	To do
<b>Orientation</b>	<b>1 hour</b>				<b>Minimum of 4 hours</b>			
COLL	101							
	<b>26 Hours</b>							
BSAD	103 Professional Dev (2)	___	___	___	BSAD 108 Personal Finance (3)	___	___	___
BSAD	121 Business Math (3)	___	___	___	BSAD 110 Prob in Off and Bus Admin (1)	___	___	___
BSAD	125 Bus Computer Apps (3)	___	___	___	BSAD 150 Intro to Business (3)	___	___	___
BSAD	130 Bus Correspondence* (3)	___	___	___	BSAD 215 Spreadsheets (2)	___	___	___
ENGL	100 Mechanics of Comp (3)	___	___	___	BSAD 216 Database Mgmt (2)	___	___	___
<b>OR</b> ENGL	101 English Composition I* (3)	___	___	___				
OA	102 Filing Sys & Rec Mgmt (3)	___	___	___	OA 108 Intro to Transcription (3)	___	___	___
OA	107 CollegeKeyboard* (3)	___	___	___	OA 113 Desktop Publishing (3)	___	___	___
OA	200 Word Processing I (3)	___	___	___	OA 211 Sec Off Procedures (3)	___	___	___
OA	100 Practical Accounting (3)	___	___	___	OA 215 Medical Terminology (3)	___	___	___
<b>OR</b> 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: \_\_\_\_\_

