

OFFICE ADMINISTRATION

Technical Certificate Program Description: Office Administration is a 30-credit hour certificate program. All credit is applicable to the AAS Office Administration Degree. Graduates are trained for entry-level office positions.

Associate of Applied Science Program Description: Office Administration is a 63-credit hour program offering specialized knowledge and skills in the areas of administrative management, communication, computer applications, and accounting used to organize and maintain an office. Graduates are prepared for positions such as administrative assistants and office managers.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to all four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S./Technical Certificate programs, the general rule is that courses in A.A.S. degrees and Technical Certificates are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

CURRICULUM – OFFICE ADMINISTRATION – TECHNICAL CERTIFICATE

Technical Courses:

ACTG 1113	Principles of Accounting I	3
BOIS 1113	Business Calculator Applications	3
DATA 1123	Fundamentals of Information Technology	3
DATA 1213	Word Processing (MS Word®)	3
DATA 2303	Advanced Word Processing (MS Word®)*	3
SECR 1213	Office Administration*	3
DATA 1243	Spreadsheet Applications (MS Excel®)	3
DATA 1233	Database Management (MS Access®)	3
TOTAL TECHNICAL HOURS		24

General Education Courses:

ENGL 1113	Composition I	3
Choose one of the following:		
MATH 1023	Intermediate Algebra	3
MATH 1123	Business Math (does not transfer)	3
TOTAL GENERAL EDUCATION HOURS		6

COMPLETION AWARD: **Technical Certificate** **30**

Courses displayed in BOLD indicate specialty courses which require final grades of “C” or better.

(*) An asterisk indicates that said course will be offered once a year. Check course description for further information.

Curriculum subject to modification.