

## Office Administration, Certificate

### School of Business

#### Program Description

The Office Administration Certificate is designed to provide a concentration in keyboarding and the Microsoft Office software products. Office applications covered include Word, Excel, and PowerPoint. Courses in this certificate may be applied toward the Office Administration AAS.

#### Career Opportunities

Graduates of the Office Administration Certificate may find employment as administrative office support, receptionists, and personnel clerks.

#### Program Learning Outcomes

Upon successfully completing this program, students will be able to:

- Develop keyboarding, word processing, spreadsheet, and presentation skills.
- Use appropriate office procedures in records information management, telephone communications, electronic and hard copy mail, meetings and conferences, and travel arrangements.

Sugg. Term	Seq #	Course ID	Course Title	Cr	Prereq/Coreq(Co)	Options Available
Fall	1	PDV 101	First Year Seminar	1		
	2	OFT 110	Document Processing	3	OFT 100 or Satisfactory Skills Test	
	3	BUS 140	Introduction to Business	3		
	4	OFT 190	Word for Windows	3		
Spring	5	BUS 145	Excel for Business Environment	3		
	6	OFT 185	PowerPoint	1		
	7	OFT 235	Customer Service	3		

Minimum Program Credits

17

OADMN