



## Office Administration Certificate

**Program:** Office Administration

**Program Code:**

OC

**Academic Area:**

Business and Experiential Education

**Type:**

Certificate of Achievement

**CIP Code:**

52.0204

### Program Statement

This advanced-level certificate helps upgrade skills to improve job opportunities. Students examine the latest office technologies and procedures, learn the advanced functions of Microsoft Office software and speech recognition software, and develop database and writing skills. If you have no work experience of Microsoft Office software, choose the Administrative Assistant Certificate.

### Program Information

- Students who have taken courses at other institutions may receive transfer credit. All transfer credit requests for office administration related courses (OFC and MAA) must be approved by the Department Chair.
- This advanced-level certificate provides the most up-to-date training that addresses the fast-changing computer needs of today's offices. The advanced level of skills developed provides excellent job mobility.
- When selecting courses for this program, it's essential to choose those that align with your career goals and provide a well-rounded foundation in administrative skills. Students are encouraged to follow the recommended course sequences and speak with an Advisor or Program Coordinator about course selection.
- Students must type 30 wpm and have working knowledge of Microsoft Office software.

### Program Requirements

Course #	Title	Credits
ACC 114	Introduction to QuickBooks Pro	1
OFC 150	Speech Recognition	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
OFC 260	Business Writing and Communication	3
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 266	Administrative Office Management	3
OFC 268	Media and Technology Tools	4
OFC 294	Office Administration Colloquium	3



## Recommended Course Sequence - Semester 1

<b>Course #</b>	<b>Title</b>	<b>Credits</b>
OFC 150	Speech Recognition	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
OFC 262	Desktop Publishing Projects and Web Design	3

## Recommended Course Sequence - Semester 2

<b>Course #</b>	<b>Title</b>	<b>Credits</b>
ACC 114	Introduction to QuickBooks Pro	1
OFC 266	Administrative Office Management	3
OFC 268	Media and Technology Tools	4
OFC 260	Business Writing and Communication	3
OFC 294	Office Administration Colloquium	3
<b>Total credits:</b>		<b>29</b>