Office Technology, Certificate

OFFICE ADMINISTRATION

School of Business

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 Technology 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.	Term Offered	Prereq/Coreq(Co)	Options Available
Fall	1	PDV 101	First Year Seminar	1	F, Sp, Su		
	2	OFT 110	Document Processing I	3	F, Sp, Su	OFT 100 or Placement	
	3	OFT 140	Office Procedures	3	F, Su		
	4	OFT 190	Word for Windows	3	F, Sp		
Spring	5	BUS 145	Excel for Business Environment	3	F, Sp, Su		
	6	OFT 185	PowerPoint	1	F, Sp		
	7	OFT 235	Customer Service	3	F, Sp		

Total Program Credits   17   OADMN