

OCCUPATIONAL CERTIFICATE (CERT) AWC ADVISEMENT CHECK SHEET

OFFICE ADMINISTRATION

Student Name	ID #	Advisor	Major Code: CERT.OFFAD Credits: 26
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For students whose personal interests and needs can be met by a concentration of office administration courses and who do not wish to earn a degree. Advantages to students enrolled in this program include marketable office skills and the program may be completed within a year. On the other hand, a certificate program may limit or restrict individuals from future job programs or opportunities for advancement. Individuals who successfully complete this program in office administration may secure entry-level positions such as front office clerk, cashier, teller, or hospital admitting clerk.

Required Major Courses (11 Credits)		Cr	Gr	Sem	Notes
ACC 100	Introduction to Accounting OR SUN#	3			
ACC 211	Financial Accounting SUN#	3			
BUA 110	Business Application Concepts	3			
CIM 141	Keyboarding: Introduction OR	2			
CIM 142	Keyboarding: Intermediate	2			
CIS 120	Introduction to Computer Information Systems	3			

Other Departmental Requirements (9 Credits)		Cr	Gr	Sem	Notes
Select at least 9 credits from the following courses:					
BUA 109	Principles of Human Relations	3			
BUA 290	Business Communications	3			
CIM 142	Keyboarding: Intermediate	2			
CIS 121	Spreadsheet	3			
CIS 131	Database	3			
CIM 298	Internship (maximum of 2 credits)	2			

General Education Requirements (6 Credits)		Cr	Gr	Sem	Notes
Select 6 credits from the following courses:					
ENG 100	Introduction to Composition	3			
ENG 101	Freshman Composition	3			
ENG 102	Freshman Composition	3			