

Certificate	OFFICE ADMINISTRATION
The Office Administration program prepares students for employment in office support positions. Three levels of Office Administration certificates of completion are offered as modules. The three modules may be used to build a one-year certificate with the addition of related instruction and cooperative work experience. Refer to General Business for an Associate in Science Degree. Refer to Community Education for continuing education and national or industry certification options.	

Office Administration Level I Certificate of Completion			
This certificate provides a general foundation for entry-level office work and/or further specialized coursework. Beginning Keyboarding skills or instructor permission is a prerequisite for the certificate.			
<i>Department</i>	<i>Number</i>	<i>Course Title</i>	<i>Credits</i>
BIS	101	Introduction to Business Computing	3
CIS	100	Computer Literacy	3
OFFAD	107	The Accounting Cycle	5
OFFAD	109	Digitools	2
or	104	Keyboarding for Speed and Accuracy I	
OFFAD	150	Office Procedures	5
<i>Recommended BUSAD 100 Business Math (Optional 5 credits)</i>			
Total			18

Office Administration Level II Certificate of Completion

This certificate provides specialized coursework in office administration and requires completion of Office Administration Level I or equivalent work experience.

Accounts Receivable/Payable Emphasis

Department	Number	Course Title	Credits
BIS	141	Spreadsheets I	3
OFFAD	105	Records Management	3
OFFAD	106	Using an Electronic Desk Calculator	2
OFFAD	110	Accounting for AP, AR and Inventory	5
<i>Recommended BUSAD 240 Principles of Financial Accounting (Optional 5 credits)</i>			
Total			13

Payroll Emphasis

Department	Number	Course Title	Credits
BIS	141	Spreadsheets I	3
OFFAD	105	Records Management	3
OFFAD	106	Using an Electronic Desk Calculator	2
OFFAD	108	Accounting for Payroll	5
<i>Recommended BUSAD 230 Human Resources Management (Optional 5 credits)</i>			
Total			13

Administrative Support Emphasis

Department	Number	Course Title	Credits
BIS	121	Word Processing I	3
BIS	161	Database Management I	3
BUSAD	170	Customer Service for Professionals	3
OFFAD	105	Records Management	3
OFFAD	106	Using an Electronic Desk Calculator	2
<i>Recommended BUSAD 101 General Business (Optional 5 credits)</i>			
Total			14

Legal Office Support Emphasis

Department	Number	Course Title	Credits
BIS	121	Word Processing I	3
OFFAD	105	Records Management	3
OFFAD	127	Legal Terminology	3
PLS	151	Law Office Procedures	5
<i>Recommended BUSAD 170 Customer Service for Professionals (Optional 3 credits)</i>			
Total			14

Office Administration Level III Certificate of Completion

This certificate provides advanced coursework in office administration and requires completion of Office Administration Level II, and/or equivalent work experience.

Bookkeeper/Accounting Technician Emphasis

<i>Department</i>	<i>Number</i>	<i>Course Title</i>	<i>Credits</i>
BIS	161	Database Management I	3
BUSAD	170	Customer Service for Professionals	3
BUSAD	240	Principles of Financial Accounting	5
OFFAD or	108 110	Accounting for Payroll Accounting for AP, AR and Inventory	5
<i>Recommended BUSAD 102 Business Ethics (Optional 3 credits)</i>			
Total			16

**Students should select the class that they didn't take in the Level II coursework to round out their skill set.*

Administrative Assistant Emphasis

<i>Department</i>	<i>Number</i>	<i>Course Title</i>	<i>Credits</i>
BIS	122	Business Document Design	5
BIS or or	161 141 181	Database Management I Spreadsheets I Introduction to Presentation Software	3
ENGL or or	205 101 105	Technical Report Writing (CM) Composition I (CM) Effective Communications for the Professions (CM)	3-5
OFFAD	160	Office Management	5
<i>Recommended BUSAD 102 Business Ethics (Optional 3 credits)</i>			
Total			16-18

ONE YEAR CERTIFICATE

The one-year certificate is designed to provide students with college-level math and communication skills, employment preparation, and internship opportunities. To receive a one-year certificate, students must complete Office Administration Certificates for Level I, at least one emphasis option from both II and III, plus courses in the following areas:

***RELATED INSTRUCTION/GENERAL EDUCATION REQUIREMENTS**

<i>Department</i>	<i>Number</i>	<i>Course Title</i>	<i>Credits</i>
BUSAD	100	Business Math, or any Math course 111 or above (CP)	5
SPCH or or	105 110 145	Intro to Interpersonal Communication (HR) Small Group Communication (HR) Intro to Organizational Communication (HR)	3-5
ENGL or	101 105	Composition I (CM) Effective Communication for the Professions (CM)	5
			13-15

COOPERATIVE WORK EXPERIENCE

<i>Department</i>	<i>Number</i>	<i>Course Title</i>	<i>Credits</i>
COOP	180	Preparing for Work-Based Learning Experience (1-2 credits)	3-5
and/or	190	Cooperative Work Experience (3-5 credits)	
<i>Credits can be split between COOP 180 and COOP 190 or all taken as COOP 190.</i>			3-5
TOTAL CREDITS			63-70

Effective Fall Quarter 2004