

Office Administration – Office Assistant Certificate (CIP 52.0408)

Articulated Credit

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
First Semester		
POFT 1309	Business Office Procedures	3
POFT 1329	Beginning Keyboarding (Word)	3
POFT 1319	Records Management I	3
POFI 1301	Computer Applications I (Microsoft Office)	3
ACNT 1303	Introduction to Accounting (QuickBooks)	3
		15
Second Semester		
POFI 2301	Word Processing (Word)	3
**BMGT 1305	Communications in Management	3
POFI 1341	Computer Applications II (Adobe Acrobat, Publisher, SAP, Visio)	3
*POFT 1382	Co-op - General Office Occupations & Clerical Services	3
POFT 1300	Career Exploration & Planning	3
		15

Total Credits Required for Office Assistant Certificate Program30

*Capstone course.

**Course description is under the Management department.

Office Administration – Administrative Support Certificate (CIP 52.0401)

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
First Semester		
POFT 1309	Business Office Procedures	3
POFT 1329	Beginning Keyboarding (Word)	3
POFT 1319	Records Management I	3
POFI 1301	Computer Applications I (Microsoft Office)	3
ACNT 1303	Introduction to Accounting (QuickBooks)	3
		15
Second Semester		
POFI 2301	Word Processing (Word)	3
POFT 1325	Business Math Using Technology	3
POFI 1341	Computer Applications II (Adobe Acrobat, Publisher, SAP, Visio)	3
Emphasis Electives	Select One Course from Emphasis Elective List:	3
ACNT 1311 or	Intro to Computerized Accounting (QuickBooks)	
HITT 1305 or	Medical Terminology	
POFL 1340	Legal Office Procedures II	
POFT 1382	Co-op - General Office Occupations & Clerical Services	3
		15
Third Semester		
** BMGT 1305	Communications in Management	3
POFI 1349	Spreadsheets (Excel)	3
Emphasis Electives	Select One Course from Emphasis Elective List:	3
*BMGT 1327 or	Principles of Management	
*POFM 1317 or	Medical Administrative Support	
*** LGLA 1345	Civil Litigation	
* POFT 2382	Co-Op-General Office Occupations & Clerical Services	3
POFT 1300	Career Exploration & Planning	3
		15

Total Credits Required for Administrative Support Certificate Program45

*Capstone course.

**Course description is under the Management department.

***Course description is under the Paralegal department.

Business Office Management Emphasis - ACNT 1311 Intro to Computerized Acct, BMGT 1327 Principles of Management

Medical Office Management Emphasis - HITT 1305 Medical Terminology, POFM 1317 Medical Administrative Support

Legal Office Management Emphasis - POFL 1340 Legal Office Procedures II, LGLA 1345 Civil Litigation