

**Office Administration – Office Assistant Certificate** (CIP 52.0408)

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

Total Credits Required for Office Assistant Certificate Program . . . . . **30**

\*Capstone course.

**Office Administration – Administrative Support Certificate** (CIP 52.0401)

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

Total Credits Required for Administrative Support Certificate Program . . . . . **45**

\*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 1325 Business Office 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**