

Technical Certificate Office Administration

All first-time, full-time students must enroll in either Student Opportunities Seminar (SOS) OR Principles of Collegiate Success (PCS) as determined by entrance exam scores.

Semester 1 (Fall)			
Course	Credits	Prerequisite ("C" or Better)	Milestone/Notes
ENGL 1113 Composition I	3	Placement score or required remediation	Milestone course, failure to pass may delay degree progress.
DATA 1123 Fundamentals of Information Technology (FIT)	3	Keyboarding exam or GBUS1103 recommended	
DATA 1213 Word Processing	3	Placement score or Keyboarding	"C" or better; Fall Only
ACTG 1113 Principles of Accounting I	3	Placement score or Foundations II	Fall Only
BOIS 1003 Introduction to Business	3		Fall Only
Hours	15		
<i>Students should apply for Certificate of Proficiency in Business Technology</i>			
Semester 2 (Spring)			
DATA 2303 Adv. Word Processing	3	Word Processing with a "C" or better	"C" or better; Spring Only
DATA 1233 Database Management	3	FIT	"C" or better; Spring Only
DATA 1243 Spreadsheet Applications	3	FIT	"C" or better; Spring Only
ACTG 1213 Computerized Accounting	3	FIT and Principles of Accounting I	Spring Only
<i>Choose one:</i> MATH 1143 College Algebra MATH 1163 Quantitative Literacy	3	Placement score or Foundations II Placement score or Foundations I	
Hours	15		
<i>Students should apply for Technical Certificate in Office Administration – Total Hours 30</i>			