

OFFICE ADMINISTRATION, CERTIFICATE OF ACHIEVEMENT (LEVEL II)

NMC Code 044

Well-trained office professionals continue to be in demand and play an integral role in the successful operation of an organization. They work as a team with managers, professionals, and other support staff to control and manage administrative operations.

The Office Administration Certificate builds on the Microsoft Office™ Applications Specialist Certificate and focuses on specific skills that area employers consider essential.

This program requires Microsoft Office™ 2016 on a Windows computer (or on a Mac with a Windows partition). The software is available for download and is also at campus computer labs.

Requirements Certificate Requirements

| Course | Title | Credits |
|----------------------------------------------------------------|-------------------------------|-----------|
| Office Administration Level II Certificate Requirements | | |
| ACC 121 | Accounting Principles I | 4 |
| BUS 101 | Introduction to Business | 3 |
| BUS 155 | Interpersonal Communications | 3 |
| BUS 231 | Professional Communications | 3 |
| CIT 119 | Microsoft Office - Word | 3 |
| CIT 122A | Computer & Internet Basics I | 1 |
| CIT 124 | Microsoft Office - PowerPoint | 2 |
| CIT 210 | Microsoft Office - Excel | 3 |
| MGT 251 | Human Resources Management | 3 |
| MKT 208 | Digital Marketing | 2 |
| Select one of the following: | | 3 |
| PHL 105 | Critical Thinking | |
| PHL 201 | Ethics | |
| PHL 202 | Contemporary Ethical Dilemmas | |
| Total Credits | | 30 |

Note: Students selecting this certificate program need beginning keyboarding skills, which is available through an Extended Education class if needed.

Course Sequence Guide

| Course | Title | Credits |
|------------------------------|-------------------------------|---------|
| Year 1 | | |
| Fall | | |
| BUS 101 | Introduction to Business | 3 |
| BUS 155 | Interpersonal Communications | 3 |
| CIT 119 | Microsoft Office - Word | 3 |
| CIT 122A | Computer & Internet Basics I | 1 |
| CIT 124 | Microsoft Office - PowerPoint | 2 |
| Select one of the following: | | 3 |
| PHL 105 | Critical Thinking | |

| | | |
|----------------------|--------------------------------------|-----------|
| PHL 201 | Ethics | |
| PHL 202 | Contemporary Ethical Dilemmas | |
| Credits | | 15 |
| Spring | | |
| ACC 121 | Accounting Principles I ¹ | 4 |
| BUS 231 | Professional Communications | 3 |
| CIT 210 | Microsoft Office - Excel | 3 |
| MGT 251 | Human Resources Management | 3 |
| MKT 208 | Digital Marketing | 2 |
| Credits | | 15 |
| Total Credits | | 30 |

¹ Placement into MTH 23 Beginning Algebra or completion of MTH 08 with a 2.0 or higher is required for the ACC 121 Accounting Principles I course.

Program Notes

Students selecting this certificate program need beginning keyboarding skills, which is available through an Extended Learning class if needed.

Completion of this certificate also results in the Microsoft Office™ Application Specialist Certificate.