

# OFFICE ADMINISTRATION, CERTIFICATE OF ACHIEVEMENT (LEVEL II)

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## Course Sequence Guide

Course	Title	Credits
<b>Year 1</b>		
<b>Fall</b>		
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	
<b>Credits</b>		<b>15</b>
<b>Spring</b>		
ACC 121	Accounting Principles I <sup>1</sup>	4
BUS 231	Professional Communications	3
CIT 210	Microsoft Office - Excel	3
MGT 251	Human Resources Management	3
MKT 208	Digital Marketing	2
<b>Credits</b>		<b>15</b>
<b>Total Credits</b>		<b>30</b>

<sup>1</sup> 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.