

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 an up-to-date version of Microsoft Office™ on a Windows computer (or a Mac with a Windows partition.) The software is available for download and is also at the campus computer labs.

Requirements Certificate Requirements

Course	Title	Credits
Complete Computer Information Technology Microsoft Office Applications Specialist Requirements		16
Office Administration Level II Certificate Requirements		
ACC 121	Accounting Principles I	4
BUS 101	Introduction to Business	3
BUS 231	Professional Communications	3
MGT 251	Human Resources Management	3
Select one of the following:		3
PHL 105	Critical Thinking	
PHL 201	Ethics	
PHL 202	Contemporary Ethical Dilemmas	
Total Credits		32

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 124	Microsoft Office - PowerPoint	2
CIT 210	Microsoft Office - Excel	3
CIT 211	Microsoft Power BI	3
Credits		17
Spring		
ACC 121	Accounting Principles I ¹	4
BUS 231	Professional Communications	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	
Credits		15
Total Credits		32

¹ ACC 121 Accounting Principles I requires placement into MTH 111 Intermediate Algebra/MTH 011 **or** higher, **or** completion of MTH 100 Quantitative Literacy with a 2.0 or better.

Program Notes

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