

OFFICE ADMINISTRATION, CERTIFICATE OF ACHIEVEMENT (LEVEL II)

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.