

# Long-Term Certificate

**Program**

Office Administration and Technology

**Degree Type**

Long-Term Certificate

**Location**

Online

## Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

## General Studies Courses

Item #	Title	Credits
CIS 146	Computer Applications	3
ENG 101	ENGLISH COMPOSITION I	3
	MTH 116 or Higher	3
	SPH 106 or SPH 107	3

## Field of Study Courses

ACT 141 Fundamentals of Accounting Principles is recommended for students who do not have a basic knowledge of accounting.

OAD 101 will be required for students who do not have keyboarding fundamentals.

Item #	Title	Credits
	ACT 141 or BUS 241	3
CIS 286	COMPUTERIZED MANAGEMENT INFO SYSTEMS (EXCEL)	3
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 125	WORD PROCESSING	3
BUS 215/OAD 133	BUSINESS COMMUNICATION	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 232	THE COMPUTERIZED OFFICE	3

# Field of Study Electives

Select 9 credit hours from the following offerings.

Item #	Title	Credits
ACT 246	MICROCOMPUTER ACCOUNTING	3
ACT 249	PAYROLL ACCOUNTING	3
BUS 189	HUMAN RELATIONSHIPS	3
BUS 263	THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
ETP 266	ENTREPRENEURIAL FINANCE	3
	OAD 131 or ENG 102	3
OAD 200	MACHINE TRANSCRIPTION	3
OAD 202	LEGAL TRANSCRIPTION	3
OAD 203	LEGAL OFFICE PROCEDURES	3
OAD 211	MEDICAL TERMINOLOGY	3
OAD 212	MEDICAL TRANSCRIPTION	3
OAD 214	MEDICAL OFFICE PROCEDURES	3
OAD 246	OFFICE GRAPHICS AND PRESENTATIONS	3
<b>Total Credits</b>		<b>46</b>