

Office Administration Essentials

Program

Office Administration and Technology

Degree Type

Short-Term Certificate

Location

Online

This short-term certificate is being offered to be in alignment with other OAD Programs in the state of Alabama. This short-term certificate will allow students who want to specialize in Legal Office Administration the option to learn more about legal terminology and legal office procedures. Upon review of the short-term certificate curriculum, the following modifications will help ensure that students are best prepared to obtain employment in a legal office. Modifications: OAD 200 Machine Transcription and OAD 202 Legal Transcription courses were deleted at the state level. OAD 201 Legal Terminology, OAD 203 Legal Office Procedures, and BUS 276 Human Resource Management are added to the Certificate. CIS 146 Microcomputer Applications is deleted from the certificate, (as many of the same computer concepts are covered in OAD 125). OAD 133 Business Communication or OAD 131 Business English replaces English 101-102. Total number of credit hours is 28 hours.

Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

Field of Study Courses

Item #	Title	Credits
CIS 286	COMPUTERIZED MANAGEMENT INFO SYSTEMS (EXCEL)	3
BUS 189	HUMAN RELATIONSHIPS	3
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 125	WORD PROCESSING	3
OAD 126	Advanced Word Processing (Word)	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 232	THE COMPUTERIZED OFFICE	3
OAD 246	OFFICE GRAPHICS AND PRESENTATIONS	3
OAD 133	BUSINESS COMMUNICATIONS	3
Total Credits		28