

## Administrative Assistant

### Required Program of Study for Administrative Assistant Certificate

The administrative assistant certificate option consists of a minimum of 16 credit hours of selected courses from administrative assistant, accounting, business, and information technology. The certificate option is specifically intended for individuals wishing to update their skills after several years' absence from the workforce or for working adults wishing to change occupations. All of the course work will apply to both the diploma and the associate of applied science degree options. Required Program of Study for Certificate Required Courses.

Course	Credits
OFFT 1090 Microsoft Word I .....	3
OFFT 1170 Business English I.....	3
OFFT 1420 Intermediate Keyboarding .....	3
OFFT 1500 Microsoft Office .....	3
OFFT 1000 Office Calculations .....	1
OFFT 1110 Records and Information Management.....	3
<b>Total Credit Hours</b>	<b>16</b>

See pages 137-140 for administrative assistant course descriptions.

## Office Management

### Required Program of Study for Office Management Certificate

The office management certificate consists of a minimum of 17 hours of selected courses related to business, marketing and management. The certificate is designed to complement the administrative assistant associate of applied science degree by offering selected courses that emphasize concepts related to managing an office. In order to receive the office management certificate, students must successfully complete or have completed one of the associate of applied science administrative assistant programs—agricultural, general, legal, or medical or a minimum of 30 credit hours of OFFT course work and the required program of study below. Administrative Assistant students may take required core-elective courses while pursuing the Administrative Assistant degree.

Course	Required Courses	Credits
BSAD 1050 Introduction to Business .....		3
BSAD 2510 Organizational Behavior .....		2
BSAD 2520 Principles of Marketing .....		3
BSAD 2540 Principles of Management .....		3
Elective* .....		3
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<b>Total Credit Hours</b>		<b>17</b>

\*Choose from the following three credit hour elective courses: BSAD 2140 Principles of Banking, BSAD 2240 Principles of Insurance, BSAD 2130 Salesmanship, BSAD 2180 Advertising.

See pages 153-155 for business course descriptions.