

Short-Term Training Certificate

Office Administration

Curriculum Code: 929**Program Information**

Provides students with a background in computer hardware and software operations in an office environment.

When You Graduate

Certificate programs provide specific career skills development as well as the opportunity to test an area of interest, or enhance a degree program. Students who complete a certificate program can continue to obtain a degree.

Office Administration

Program Requirements (12 credits)	Credits
<input type="checkbox"/> CS 101 Introduction to Microcomputers	3
<input type="checkbox"/> EN 101 English Composition I	3
<input type="checkbox"/> OA 102 Word Processing Skills	3
<input type="checkbox"/> OA 219 Administrative Office Management	3
Total Credits	12