

Career Certificate

Office Administration/Government Office

Curriculum Code: 977**Program Information**

This program provides students with a background in government office administration, computer hardware and software operations, and integrating technology with the multiple tasks of a government 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.

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Program Requirements (27 credits)	Credits
<input type="checkbox"/> BU 212 Human Resource Management	3
<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
<input type="checkbox"/> PA 101 Public Administration	3
<input type="checkbox"/> PS 201 American Federal Government	3
<input type="checkbox"/> PS 203 State & Local Government	3
<input type="checkbox"/> SP 203 Effective Speech	3
Total Credits	27