

## Certificate Pathway

### Certificate in Office Administration Assistant - Catalog Year 2021-22

The number of credits you take each year will determine when you graduate. To graduate on time, you are strongly encouraged to enroll in at least 30 credits toward your certificate during the calendar year, including fall and spring semesters and winter and summer sessions. This Certificate Pathway is designed for students who start at **ENGL-101**. An additional Certificate Pathway is available for students who must complete developmental English. Please see the certificate website or your advisor for more information.

Courses in **Bold Text** are prerequisites for later courses or are only offered in the Fall or Spring term and should be taken where indicated in the sequence.

#### Fall Semester #1

Courses	Credits	Prerequisites and Corequisites <sup>1</sup>
<b>ENGL-101 English Composition I</b>	3	Prerequisite: Complete developmental requirements in English
<b>BU-801 Typewriting/Keyboarding<sup>2</sup></b>	2	None
<b>CIS-101 Introduction to Computers and Applications</b>	3	None
Office Administration Electives (See table below)	7	See table below
<b>Total credits for the term</b>	<b>15</b>	

#### Spring Semester #1

Courses	Credits	Prerequisites and Corequisites <sup>1</sup>
BU-804 Administrative Office Procedures (Offered Spring Only)	3	None
BU-906 Advanced Microsoft Office (Offered Spring Only)	3	Prerequisite: CIS-101
Office Administration Electives (See table below)	9	See table below
<b>Total credits for the term</b>	<b>15</b>	

#### Notes:

1. Prerequisites for a course must be passed before taking the course. Corequisites must be passed before taking the course or taken along with the course.
2. Students wishing to be excused from BU-801 (Typewriting/Keyboarding) must obtain approval from a full-time member of the Office Administration and Technology (Business Department) faculty. If approved, BU-801 may be replaced with 2 free elective credits. Those wishing to receive 2 credits without attending BU-801 (credit by exam) must register and pay for the course and pass a placement test within the first two weeks of the semester. Contact the Business Department for more details.

**Office Administration Assistant Electives** - To complete the certificate, students can follow one of the options below OR select any 16 credits from the courses listed in any of the options to design an Office Administration Assistant Certificate that meets their future career objectives.

Courses	Credits	Prerequisites and Corequisites <sup>1</sup>
<b>Option A – Corporate Office Administration Assistant</b>		
BU-907 Word Processing	3	None
BU-600 Business Internships	3	See catalog for requirements
Select two from: BU-301 Business Law I, BU-810 Legal Office Procedures, and BU-903 Medical Office Procedures	6	Prerequisite for BU-301: Complete dev. requirements in English Prerequisite for BU-810 and BU-903: BU-801 or the equivalent <sup>2</sup>
Business or CIS Elective	3	Check individual courses for prerequisites and corequisites
<b>Total credits for the option</b>	<b>16</b>	
<b>Option B – Legal Office Administration Assistant</b>		
BU-301 Business Law		Prerequisite: Complete developmental requirements in English
BU-810 Legal Office Procedures		Prerequisite: BU-801 or the equivalent <sup>2</sup>
BU-850 Fundamentals of Microsoft Windows	1	None
BU-907 Word Processing	3	None
Select one from: BU-859 Corresponding in the Digital World and BU-903 Medical Office Procedures	3	Prerequisite for BU-859: None Prerequisite for BU-903: BU-801 or the equivalent <sup>2</sup>
Free Electives	3	Check individual courses for prerequisites and corequisites
<b>Total credits for the option</b>	<b>16</b>	
<b>Option C – Accounting/Office Administration Assistant</b>		
MA-321 Mathematics in Contemporary Society	3	Prerequisite: Complete developmental requirements in math
BU-101 Principles of Accounting I	4	None
BU-111 Computer Applications in Accounting	3	Prerequisites: CIS-101 & BU-102 (both with a C or better) or permission of the Department.
BU-600 Business Internships	3	See catalog for requirements
Select one from: BU-102 Principles of Accounting II, BU-201 Business Organization and Management, and CIS-206 Spreadsheet Business Applications	3-4	Prerequisite for BU-102: BU-101 (C- or better) Prerequisite for BU-201: None; Prerequisite for CIS-206: CIS-101 and complete developmental requirements in math
<b>Total credits for the option</b>	<b>16-17</b>	
<b>Option D – Health Care Office Administration Assistant</b>		
BU-850 Fundamentals of Microsoft Windows	1	None
BU-903 Medical Office Procedures	3	Prerequisite: BU-801 or the equivalent <sup>2</sup>
BU-907 Word Processing	3	None
BU-600 Business Internships	3	See catalog for requirements
BU-916 Medical Coding and Billing	3	None
BU-917 Healthcare Information Management	3	None
<b>Total credits for the option</b>	<b>16</b>	