Office Administration

Certificate
30 Credit Hours

Purpose

The Office Administration Certificate Program provides the basic knowledge and training in the skills of administrative office work. It is designed for those who have little or no training or experience in office administrative work and want to enter employment in an entry-level position or for those who may be employed but with to formally upgrade their skills.

The full Office Administration Certificate Program is available at all campus locations.

Dept/No.	Title	Credit Hours
Support Courses		
BU 115	Business Mathematical Applications	3
or	or	
MT 123	Intermediate Algebra	
EN 101	English Composition I	3
SP 103	Speech Fundamentals	3
Major Courses		
AC 111	Principles of Accounting I	3
BU 100	Introduction to Business	3
BU 120	Business Software Applications	3
OA 103	Basic Document Processing I	3
OA 104	Document Processing II	3
OA 131	Records Management	3
OA 135	Document Processing Simulation	3

A trimester-by-trimester program course sequence is available at http://www.southernwv.edu/programs/certificate/office-administration

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