

Office Administration Short Term Certificate			
	Course #	Course Name	Credit Hours
Semester 1	BUS 215	Business Communications	3
	CIS 146	Microcomputer Applications	3
	OAD 103	Intermediate Keyboarding	3
	OAD 125	Word Processing	3
	OAD 138	Records/Information Management	3
	OAD 217	Office Management OR	3
	OAD 104	Advanced Keyboarding	3
			<b>Program Total: 18</b>

**NOTE:** This Guided Pathway contains all the coursework required for degree/certificate completion. However, courses may be offered or taken in other semesters as long as prerequisites are met. Courses may be available days, nights, hybrid, and online.