

■ OFFICE ADMINISTRATION CERTIFICATE (OFAC)

Knight Campus, Warwick only

This program has been designed to train administrative office professionals in any of the areas of concentration listed here. Some options enable a student to earn an associate degree. Other options enable a student to earn a nine-month certificate. The courses have been tailored to help students fill the various needs of the business community.

Certificate program credits may be applied toward an Administrative Office Technology or General Studies degree.

TIP:

Full-Time Students should follow this schedule:

First Semester:

OFTD 1120 or 1340, 1130, 1250, 1370

ENGL 1400

COMI 1100

Second Semester:

OFTD 1140, 1170, 1180, 1220, 1280, 1600

MATH 1600

MAJOR REQUIREMENTS

COURSE NO.	COURSE TITLE	CREDITS
<input type="checkbox"/> OFTD 1120 OR	Microcomputer Keyboarding OR	3
OFTD 1340	Advanced Microcomputer Keyboarding	
<input type="checkbox"/> OFTD 1130	Editing Skills for Office Communications I	2
<input type="checkbox"/> OFTD 1250	Office Accounting	3
<input type="checkbox"/> ENGL 1400*	Business Writing for Office Professionals	3
<input type="checkbox"/> OFTD 1370	Business File Management	2
<input type="checkbox"/> OFTD 1170 P	Office Transcription I	2
<input type="checkbox"/> OFTD 1220 P	Microsoft Office Applications	4
<input type="checkbox"/> OFTD 1280	Editing Skills for Office Communications II	3
<input type="checkbox"/> OFTD 1140	Office Technology and Procedures I	3
<input type="checkbox"/> MATH 1600*	Business Mathematics	3
<input type="checkbox"/> OFTD 1180	Speech-Recognition Software Applications I	1
Total Certificate Credits		29

*Placement test required