

## 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 under Administrative Office Technology. 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, 1130, 1250, 1370**

**ENGL 1400**

**Second semester:**

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

**MATH 1600**

### MAJOR REQUIREMENTS

COURSE NO.	COURSE TITLE	CREDITS
<input type="checkbox"/> OFTD 1120	Microcomputer Keyboarding	3
<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 <b>P</b>	Office Transcription I	2
<input type="checkbox"/> OFTD 1220 <b>P</b>	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
<b>Total Certificate Credits</b>		<b>29</b>

\*Placement test required

**P** This course has a prerequisite. See Course Descriptions section for class hours, prerequisites and corequisites.