

OFFICE AUTOMATION CERTIFICATE (OFFA)

The Office Automation certificate is available for students who visualize the “office environment” as paperless. This certificate program enables students to become proficient in the use of software applications to manage the corporate office. Students are taught to make the transition from the traditional approach of document processing to the systems approach of word processing in the modern office. Students also receive a strong foundation in English language skills and their application to the processing of words followed by use of current software and hardware to record, code, sort, calculate, summarize, store and communicate information.

GENERAL EDUCATION REQUIREMENTS

COURSE NO.	COURSE TITLE	CREDITS
<input type="checkbox"/> MATH 1600*	Business Math*	3
<input type="checkbox"/> ENGL*	Literature elective*	3
<input type="checkbox"/> ENGL 1010*	Composition I *	3
<input type="checkbox"/> ENGL 2100*	Technical Writing*	3
<input type="checkbox"/> PSYC 2010	General Psychology	3
<input type="checkbox"/> BUSN 2050	P Principles of Management	3

*Placement test required

MAJOR REQUIREMENTS

COURSE NO.	COURSE TITLE	CREDITS
<input type="checkbox"/> COMI 1100	Introduction to Computers	3
<input type="checkbox"/> COMI 1640	Automated Spreadsheets (5 wks)	1
<input type="checkbox"/> COMI 1420	Introduction to Word Processing (5 wks)	1
<input type="checkbox"/> COMI/CSCO/COMP	Take 8 credits from list	8
Total Certificate Credits		31

Important:

To be awarded this certificate, students must be registered as matriculating in the Computer Studies program and successfully complete all certificate courses with a grade of “C” or better.

Credits earned in this certificate program may be applied toward the associate degree program.

Tip:

Full-Time Students should take a minimum of 15 credits 1st semester and 16 credits 2nd semester.

Programming Language courses: COMI

1210, 1215, 1220, 1222, 1224, 1225, 1226, 1227, 1228, 1240, 1241, 1434, 1260, 1310, 1360, 1370, 1470, 1471, 1472, 1473, 1510, 1511, 1512, 1513, 1520, 1521, 1522, 1523, 1530, 1531, 1532, 1533, 2040; **COMP** 2410

COMI/CSCO/COMP courses: COMI: 1000,

1120, 1140, 1410, 1415, 1419, 1422, 1425, 1428, 1430, 1432, 1434, 1440, 1445, 1450, 1451, 1452, 1453, 1460, 1461, 1462, 1463, 1475, 1476, 1522, 1630, 1645, 1650, 1720, 1740, 1750, 1751, 1752, 1753, 1755, 1756, 1757, 1758, 1760, 1761, 1762, 1763, 1770, 1771, 1772, 1773, 1774, 1775, 1776, 1777, 1778, 1779, 1782, 1800, 1811, 1820, 1830, 1840, 1841, 1842, 1843, 1905, 1910, 1920, 1930, 1971, 1973, 2010, 2015, 2020, 2031, 2032, 2033; **CSCO:** 1850, 1860, 1870, 1880; **COMP:** 1170