

## Office Automation Concentration (OFFA)

### Certificate in Computer Studies and Information Processing (CERT\_COMI)

The Office Automation concentration prepares students for paperless office environments and enables proficiency managing a corporate office. Students gain strong English-language skills and learn current software and hardware to record, code, sort, calculate, summarize, store and communicate information. Certificate programs emphasize technical coursework only, and do not require the electives needed for the associate degree option.

**Note:** 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 an associate degree program. Many courses require prerequisites, corequisites and/or testing. [See course descriptions for details.](#)

#### RECOMMENDED COURSE SEQUENCE

- Course sequence and prerequisites for major courses are under review. See Computer Studies department faculty for guidance.

#### Certificate Requirements

COURSE NO.	COURSE TITLE	COURSE NOTES	CREDITS
MATH 1005	Business Mathematics		3
ENGL	Literature elective		3
ENGL 1010	Composition I		3
ENGL 2100	Technical Writing		3
PSYC 2010	General Psychology		4
BUSN 2050	Principles of Management		3
COMI 1100	Introduction to Computers		3
COMI 1420	Introduction to Spreadsheets		1
COMI 1640	Introduction to Word Processing		1
COMI/COMP/CNVT	Take eight credits from COMI/COMP/ CNVT courses.	<a href="#">See Course Descriptions.</a>	8
Total Certificate Requirements Credits			32
<b>Total Program Credits</b>			<b>32</b>