

Business Office Management

Career Certificate

Available: Phil Campbell and Shoals Campuses
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This certificate is designed to teach students the skills necessary to acquire and maintain a professional position in a business office. A high school diploma or GED certificate for admission is required.

Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.

NOTES:

OAD elective may be substituted for OAD 101 if student has two years of high school keyboarding and a working knowledge of Microsoft Word or permission of instructor.

Program: [Office Administration](#)

Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

General Education Requirements

Keyboarding skills are essential for the successful completion of ENG 101.

Item #	Title	Credits
	ENG 101 or ENG 100	3
	MTH 116, MTH 100 or higher	3
CIS 146	Microcomputer Applications	3

Major Requirements

Item #	Title	Credits
OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	3
OAD 104	Advanced Keyboarding	3
OAD 125	Word Processing	3
OAD 126	Advanced Word Processing	3
OAD 130	Electronic Calculations	3
OAD 131	Business English	3
OAD 135	Financial Record Keeping	3
OAD 137	Computerized Financial Record Keeping	3
OAD 138	Records/Information Management	3
OAD 217	Office Management	3
OAD 218	Office Procedures	3
	OAD 133 or BUS 215	3
	OAD Elective (Choose 2)	6
	Minimum Credit Hours for Graduation:	54