

# Business Office Management - Career Certificate

## Career Certificate

Available: Phil Campbell and Shoals Campuses  
Advisors: T. McClinton (5212) mcclinton@nwscce.edu

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

## General Education Requirements

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

Item #	Title	Credits
	Technical English or Higher	3
	Technical Mathematics 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
	<b>Minimum Credit Hours for Graduation:</b>	<b>54</b>