

OFFICE ADMINISTRATION, CERTIFICATE OF COMPETENCY (OAC)

Curriculum

The College will award a certificate of competency to students who complete an approved credit-bearing career program that requires less than 30 credits. General education courses may not be required for programs that have less than 30 credits. The student must have a cumulative GPA of 2.0 or higher. At least six credit hours must be in courses that are awarded grade points.

First Semester		Hours
ENG 100	English Composition I	3
BUS 100	Introduction to Business	3
CS 100	Introduction to Information Technology	3
CS 111	Computer Applications	3
Hours		12
Second Semester		
BUS 130	Business Communication	3
ACC/BUS/CS/DPR Elective		3
Hours		6
Total Hours		18