

Business Education & Office Administration - General Office Assistant

Program: Business Education & Office Administration

GENERAL OFFICE ASSISTANT SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
BUS 150	Business Math	3
OAD 125	Word Processing	3
OAD 138	Records/Information Management	3
	Sub-Total Credits	9

2nd Semester

Item #	Title	Credits
OAD 103	Intermediate Keyboarding	3
OAD 243	Spreadsheet Applications	3
	Sub-Total Credits	6

3rd Semester

Item #	Title	Credits
OAD 126	Advanced Word Processing	3
OAD 246	Office Graphics and Presentations	3
	Sub-Total Credits	6
	Total credits:	21