

# Business Education & Office Administration - General Office Assistant

**Program:** Business Education & Office Administration

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

### 1st Semester

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

### 2nd Semester

| <b>Item #</b> | <b>Title</b>             | <b>Credits</b> |
|---------------|--------------------------|----------------|
| OAD 103       | Intermediate Keyboarding | 3              |
| OAD 243       | Spreadsheet Applications | 3              |
|               | Sub-Total Credits        | 6              |

### 3rd Semester

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