Certificate Pathway

Certificate in Office Administration Assistant - Catalog Year 2022-23

The number of credits you take each year will determine when you graduate. To graduate on time, you are strongly encouraged to enroll in at least 30 credits toward your certificate during the calendar year, including fall and spring semesters and winter and summer sessions. This Certificate Pathway is designed for students who place into **developmental English**. An additional Certificate Pathway is available for students who start at ENGL-101. Please see the certificate website or your advisor for more information.

Courses in **Bold Text** are prerequisites for later courses or are only offered in the Fall or Spring term and should be taken where indicated in the sequence.

Fall Semester #1

Courses	Credits	Prerequisites and Corequisites[1]
ENGL-101 English Composition I	3	Pre/corequisite: Must satisfy developmental requirement in English or be co-enrolled in BE-102
ENGL-99 Developing Competence in College Reading, Writing, & Study Skills	0 (4 eq.)	Corequisite: ENGL-101
CIS-101 Introduction to Computers and Applications	3	None
Office Administration Electives (See table below)	3	Check individual courses for prerequisites and corequisites
Free Electives	2	None
Total credits for the term	**11 + 4 eq**	

Spring Semester #1

Courses	Credits	Prerequisites and Corequisites[1]
BU-804 Administrative Office Procedures (Offered Spring Only)	3	None
BU-906 Advanced Microsoft Office (Offered Spring Only)	3	Prerequisite: CIS-101
Office Administration Electives (See table below)	9	Check individual courses for prerequisites and corequisites
Total credits for the term	**15**	

Summer Session

Courses	Credits	Prerequisites and Corequisites[1]
Office Administration Electives (See table below)	3	Check individual courses for prerequisites and corequisites
Total credits for semester	**3**	
Total Credits Required for the Certificate	**30**	

Notes:

1. Prerequisites for a course must be passed before taking the course. Corequisites must be passed before taking the course or taken along with the course.

Office Administration Assistant Electives - To complete the certificate, students can follow one of the options below OR select any 16 credits from the courses listed in any of the options to design an Office Administration Assistant Certificate that meets their future career objectives.

Courses	Credits	Prerequisites and Corequisites[1]
Option A – Corporate Office Administration Assistant		
BU-907 Word Processing	3	None
BU-600 Business Internships	3	See catalog for requirements
Select two from: BU-301 Business Law I, BU-810 Legal Office Procedures, and BU-903 Medical Office Procedures	6	Prerequisite for BU-301: Complete dev. requirements in English Prerequisite for BU-810 and BU-903: None
Business or CIS Elective	3	Check individual courses for prerequisites and corequisites
Total credits for the option	**16**	
Option B – Legal Office Administration Assistant		
BU-301 Business Law		Prerequisite: Complete developmental requirements in English
BU-810 Legal Office Procedures		Prerequisite: None
BU-850 Fundamentals of Microsoft Windows	1	None
BU-907 Word Processing	3	None
Select one from: BU-859 Corresponding in the Digital World and BU-903 Medical Office Procedures	3	Prerequisite for BU-859: None Prerequisite for BU-903: None
Free Electives	3	Check individual courses for prerequisites and corequisites
Total credits for the option	**16**	
Option C – Accounting/Office Administration Assistant		
MA-321 Mathematics in Contemporary Society	3	Prerequisite: Complete developmental requirements in math
BU-101 Principles of Accounting I	4	None
BU-111 Computer Applications in Accounting	3	Prerequisites: CIS-101 & BU-102 (both with a C or better) or permission of the Department.
BU-600 Business Internships	3	See catalog for requirements
Select one from: BU-102 Principles of Accounting II, BU-201 Business Organization and Management, and CIS-206 Spreadsheet Business Applications	3-4	Prerequisite for BU-102: BU-101 (C- or better) Prerequisite for BU-201: None; Prerequisite for CIS-206: CIS-101 and complete developmental requirements in math
Total credits for the option	**16-17**	
Option D – Health Care Office Administration Assistant		
BU-850 Fundamentals of Microsoft Windows	1	None
BU-903 Medical Office Procedures	3	None
BU-907 Word Processing	3	None
BU-600 Business Internships	3	See catalog for requirements
BU-916 Medical Coding and Billing	3	None
BU-917 Healthcare Information Management	3	None
Total credits for the option	**16**	