

# Office Administration: Accounting Option Standard Certificate

The Accounting Option provides the student with an understanding of the nature of the accounting process. The student is taught how to journalize business transactions for service and merchandising businesses. The student is also taught how to record adjusting and closing entries and how to prepare financial statements manually and on the computer. Procedures used in accounting for payroll, notes, uncollectibles, inventory, and depreciation are included.

All business enterprises, governmental bodies, churches, clubs, fraternal organizations, etc., require some type of accounting records. These accounting records provide information necessary for the efficient operation of the unit and make the information available in usable form to the owners, members, creditors, government agencies, etc. Upon completion of this program, students should be prepared to enter the job market as an accounting clerk.

The student must have a "C" average or better in all courses credited toward a certificate or degree.

## OFFICE ADMINISTRATION (OAD) PROGRAM

### Office Administration Program Re-entry Policy

In the best interest of the student, the institution has established the following re-entry policy for a student who has previously enrolled in Office Administration courses but who did not complete his/her program and is now attempting to return in order to complete his/her program:

- A. Some Office Administration courses required for a certificate or degree completed five (5) or more years prior to re-entry must be repeated.
- B. Any Office Administration course in which the student received a grade below a "C" must be repeated.

## NOTES

- \* Student competence in Oral Communications is accomplished within discipline-specific courses.
- \* Two hours of lab work required per week for BUS 241, BUS 242, and OAD 101, 103, 125, 126, 218, and 232
- \* The student must have a "C" average or better in all courses credited toward a certificate or degree.
- \* Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

**Program:** [Office Administration](#)

**Type:** Standard Certificate

## Area I: Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

## Area III: Natural Sciences and Mathematics

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
	MTH 116 or higher	3

## Area V: Additional General Education Courses, Major Courses and Electives

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 263	Legal & Social Environment of Business	3
OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	3
OAD 125	Word Processing	3
OAD 126	Advanced Word Processing	3
OAD 131	Business English	3
OAD 133	Business Communications	3
OAD 137	Computerized Financial Recordkeeping	3
OAD 138	Records and Information Management	3
OAD 218	Office Procedures	3
OAD 219	Accounting Concepts and Applications	3
OAD 232	Excel/Powerpoint	3
	<b>Total credits:</b>	<b>50</b>