

Office Administration: Information Processing Standard Certificate

The Information Processing Option is designed to prepare graduates to be secretaries or administrative assistants. There are secretarial openings available in virtually every phase of commerce. Secretaries and administrative assistants work in banks, insurance companies, wholesale and retail establishments, educational institutions, and government organizations as well as the professional offices of doctors, lawyers, and accountants. In order to properly prepare for these positions, the microcomputer is incorporated into the legal and medical transcription classes. The student must demonstrate ability in transcribing letters, memorandums, and reports. Other skills such as the ability to spell, punctuate, use correct grammar, compose routine letters, and operate the microcomputer are also emphasized. Completion of this program will enable a student to efficiently handle all common office procedures.

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

NOTES

* Two hours of lab work required per week for BUS 241, BUS 242, and OAD 101, 103, 125, 126, 200, 202, 214 and 218.

* 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

Item #	Title	Credits
	MTH 116 or higher	3

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

Item #	Title	Credits
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 200	Machine Transcription	3
OAD 202	Legal Transcription	3
OAD 214	Medical Office Procedures	3
OAD 218	Office Procedures	3
	Total credits:	51