

# Office Administration: Administrative Assistant STC

The student must have a "C" average or better in all OAD and BUS courses credited toward a certificate and a 2.0 cumulative grade point average I all courses attempted at the College.

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

**Type:** Short-Term Certificate

## First Year – Fall

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
BUS 241	Principles of Accounting I	3
OAD 101	Beginning Keyboarding	3
OAD 131	Business English	3
OAD 138	Records and Information Management	3

## First Year – Spring

Prerequisites required for all courses.

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
BUS 242	Principles of Accounting II	3
OAD 103	Intermediate Keyboarding	3
OAD 125	Word Processing	3
OAD 133	Business Communications	3
	<b>Total credits:</b>	<b>24</b>