

## ADMINISTRATIVE PROFESSIONAL CERTIFICATE

The Administrative Professional certificate consists of a minimum of 16 hours of selected courses from administrative professional, business, and information technology areas. The certificate is designed for students seeking immediate employment in entry-level, clerical positions with a focus on the basic skills of office support personnel. All coursework in the Administrative Professional Certificate program will apply as full credit toward the Administrative Professional Diploma program.

### Required Program of Study for Certificate (16 weeks)

| Required Courses                                      |         |
|---|---------|
| Course  | Credits |
| OFFT 1500 Microsoft Office .....                      | 3       |
| OFFT 1580 Microsoft Outlook .....                     | 1       |
| BSAD 1000 Human Relations and Ethics .....            | 3       |
| BSAD 1050 Introduction to Business .....              | 3       |
| BSAD 2050 Business Communications .....               | 3       |
| BSAD 2160 Customer Service & Business Etiquette ..... | 3       |
|   | 16      |
| Total Credit Hours                                    | 16      |

## ADMINISTRATIVE PROFESSIONAL DIPLOMA

As technology continues to expand in businesses and offices, the role of office personnel has evolved to include a wide range of responsibilities. The Administrative Professional diploma program is designed for students seeking fundamental skills in office processes, with emphasis on human relations, customer service, communication, professional behaviors, administrative skills, and computer technology applications. The diploma program provides students with the knowledge and skills necessary to be employed in a variety of office occupations.

### Required Program of Study for Diploma (32 weeks)

| First Semester                                      |         | Second Semester                                  |         |
|---|---------|--|---------|
| Course  | Credits | Course   | Credits |
| OFFT 1500 Microsoft Office .....                    | 3       | ACCT 1060 Basic Accounting Procedures or         |         |
| OFFT 1580 Microsoft Outlook .....                   | 1       | ACCT 1200 Principles of Accounting .....         | 3       |
| BSAD 1000 Human Relations and Ethics .....          | 3       | BSAD 1005 Investing in Strengths .....           | 1       |
| BSAD 1050 Introduction to Business .....            | 3       | ENGL 1010 English Composition I .....            | 3       |
| BSAD 2050 Business Communication .....              | 3       | OFFT 1880 Office Procedures and Practicum* ..... | 3       |
| BSAD 2160 Customer Service & Business Etiquette ... | 3       | OFFT 2090 Advanced Word Certification .....      | 3       |
|   | 16      | OFFT 2110 Excel Spreadsheet Applications .....   | 3       |
|   |         |  | 16      |
|   |         | Total Credit Hours                               | 32      |

\* Must be taken during this semester or in this sequence.