Office Administrative Specialist

Program Description

This certificate prepares individuals for the role of support personnel in any for profit or nonprofit business/ industry. An office administrative specialist provides assistance to managers in a variety of tasks involving the preparation of documents/reports, scheduling and/or participating in on-site or virtual meetings and coordinating projects. Students are theoretically prepared in the practice of coordinating virtual meetings, customer relations, software applications, project management and professionalism.

This program falls under the federal guidelines of Gainful Employment programming. For important information regarding program costs, debt, and potential earnings, please click here.

Career Opportunities

Successful graduates will be able to seek employment as an office administrative specialist in the following areas:

- For profit and nonprofit organizations.
- Education administrative support.
- Manufacturing/industrial projects.
- Health care administrative support.
- Insurance industry.

Program Objectives

Upon completion of the program, the student will be able to:

1. Demonstrate competencies necessary to work as an office administrative specialist in all business/ industry settings.
2. Show proficiency in the use of document creation software and virtual meeting software options.
3. Assist managers in all aspects of project management and organization
4. Function effectively as a member of project teams.
5. Perform with professionalism in various customer relations settings.

Obtaining the Certificate

To earn the Certificate, students must:

- Matriculate into the program.
- Satisfactorily complete all certificate requirements.

Pathway: Business & Communication
Type: Certificate

Required Courses

Course Code	Title	Credits
ACC 150	Accounting Principles I	3
ACC 175	Accounting Principles II	3
BUS 101	Customer Relations	3
BUS 102	Virtual Employment	3
BUS 110	Introduction to Business	3
BUS 220	Small Business Management	3
CIT 100	Microcomputer Applications	3
ENG 110	English Composition I**	3
ENG 220	Business Letter and Report Writing	3

Course Sequencing

Semester 1

Course Code	Title	Credits
ACC 150	Accounting Principles I	3
BUS 101	Customer Relations	3
BUS 110	Introduction to Business	3
CIT 100	Microcomputer Applications	3
ENG 110	English Composition I**	3

Semester 2

Course Code	Title	Credits
ACC 175	Accounting Principles II	3
BUS 102	Virtual Employment	3
BUS 220	Small Business Management	3
ENG 220	Business Letter and Report Writing	3
	Total credits:	27