

# ADMINISTRATIVE OFFICE TECHNOLOGY, ADMINISTRATIVE MANAGEMENT - CERTIFICATE

COMI 2015	Introduction to Microsoft Project	1
	Hours	16
	Total Hours	31



## ADMC

The Administrative Management Certificate is designed for students who want to advance their administrative office technology skills and will allow them to pursue more and varied employment opportunities that involve such advanced skills as decision-making, using judgment, and becoming an integral part of an organization's collaborative efforts.

Code	Title	Hours
BUSN 1000	Workplace Relationships	3
BUSN 1010	Introduction to Business	3
BUSN 2050	Principles of Management	3
COMI 1420	Introduction to Spreadsheets	1
COMI 1430	Introduction to Database Software	1
COMI 1440	Presentation Software (PowerPoint)	1
COMI 1640	Introduction to Word Processing	1
COMI 2015	Introduction to Microsoft Project	1
OFTD 1120	Microcomputer Keyboarding	3
OFTD 1140	Office Technology & Procedures I	3
OFTD 1250	Office Accounting	2
ADAS 2530	Office Technology & Procedures II	3
ADAS 2570	Administrative Office Management	3
ADAS 2580	Office Administration Cooperative Education I	3
Total Hours		31

Course	Title	Hours
<b>Year 1</b>		
<b>Semester 1</b>		
BUSN 1000	Workplace Relationships	3
BUSN 1010	Introduction to Business	3
OFTD 1120	Microcomputer Keyboarding	3
OFTD 1140	Office Technology & Procedures I	3
COMI 1420	Introduction to Spreadsheets	1
COMI 1440	Presentation Software (PowerPoint)	1
COMI 1640	Introduction to Word Processing	1
	Hours	15
<b>Semester 2</b>		
BUSN 2050	Principles of Management	3
OFTD 1250	Office Accounting	2
ADAS 2530	Office Technology & Procedures II	3
ADAS 2570	Administrative Office Management	3
ADAS 2580	Office Administration Cooperative Education I	3
COMI 1430	Introduction to Database Software	1