ADMINISTRATIVE OFFICE TECHNOLOGY, ADMINISTRATIVE MANAGEMENT - CERTIFICATE

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.

Program Learning Outcomes

Upon completion of this program, a student will be able to:

1. Read, understand, and prepare standard types of business documents
2. Possess appropriate technological skills, including operating systems, word processing (including keyboarding), spreadsheets, database management, and the internet as a research tool
3. Develop and use appropriate administrative office management procedures
4. Understand and perform office accounting and recordkeeping functions as related to a service business, including computerized applications
5. Demonstrate appropriate critical thinking skills utilized by management personnel
6. Demonstrate appropriate human relations management skills

Certificate Requirements

Code	Title	Hours
ADAS 2530	Office Technology & Procedures II	3
ADAS 2570	Administrative Office Management	3
ADAS 2580	Office Administration Cooperative Education I	3
BUSN 1000	Workplace Relationships	3
BUSN 1010	Introduction to Business SSCI; Written Communication; Information Literacy	3
BUSN 1015	Business Computing Applications	3
BUSN 2050	Principles of Management^	3
COMI 2015	Introduction to Microsoft Project	1
OFTD 1120	Microcomputer Keyboarding	3
OFTD 1140	Office Technology & Procedures I	3
OFTD 1250	Office Accounting	3
Total Hours		**31**

Recommended Course Sequence

Course	Title	Hours
Year 1		
Semester 1		
BUSN 1000	Workplace Relationships	3
BUSN 1010	Introduction to Business	3
OFTD 1120	Microcomputer Keyboarding	3
BUSN 1015	Business Computing Applications	3
OFTD 1140	Office Technology & Procedures I	3
	Hours	**15**
Semester 2		
ADAS 2530	Office Technology & Procedures II	3
ADAS 2570	Administrative Office Management	3
ADAS 2580	Office Administration Cooperative Education I	3
BUSN 2050	Principles of Management^	3
COMI 2015	Introduction to Microsoft Project	1
OFTD 1250	Office Accounting	3
	Hours	**16**
	Total Hours	**31**