



Certificate of Achievement – Level II
Office Administration (NMC Code 044)

Course Sequence Guide
 Effective Fall 2019 (Updated 3/2019)

YEAR 1 - FALL SEMESTER			Credits	Contacts	Grade	Comments
BUS	101	Introduction to Business	3	3		
BUS	155	Interpersonal Communications	3	3		
CIT	119	Microsoft Office - Word	3	3		
CIT	122A	Computer and Internet Basics I	1	1		
CIT	124	Microsoft Office - PowerPoint	2	2		
PHL	105	Critical Thinking, OR	3	3		
	201	Ethics, OR				
	202	Contemporary Ethical Dilemmas				
Total			15	15		
YEAR 1 - SPRING SEMESTER			Credits	Contacts	Grade	Comments
ACC	121	Accounting Principles I	4	4		
BUS	231	Professional Communications	3	3		
CIT	210	Microsoft Office - Excel	3	3		
MGT	251	Human Resources Management	3	3		
MKT	208	Digital Marketing	2	2		
Total			15	15		
Program Total			30	30		

Program Notes:

Students selecting this certificate program need beginning keyboarding skills, which is available through an Extended Learning class if needed.

Completion of this certificate also results in the Microsoft Office™ Application Specialist Certificate.

Placement into MTH 23 or completion of MTH 08 with a 2.0 or higher is required for the ACC 121 course.