

**Program Description:**

The Office Systems and Administration certificate program prepares students for administrative responsibilities in a variety of office environments. This is accomplished by integrating computer applications skills, business communication skills and strong interpersonal skills into a concentrated program of study. The certificate prepares students to enter or advance in the field of office administration. The Cooperative Field Experience is a key component of the program, giving students real industry experience and a related course focused on career development and workplace issues.

**Career and Transfer Outlook:**

Students who complete this certificate program may pursue entry-level careers in office support and office administration in a wide variety of industries. Coursework completed as part of the Office Systems and Administration certificate applies to the Office Systems and Administration associate degree. Many students who complete the certificate continue on in a full- or part-time basis to complete the degree.

**Helpful Hints:**

Students should begin taking the required computer applications courses immediately upon beginning their coursework so they will be prepared to take Integrated Office Applications (CA 6112).

**OFFICE SYSTEMS AND ADMINISTRATION • Certificate****LOWELL CAMPUS - DAY**

✓	COURSE #	COURSE TITLE	CREDITS	PREREQUISITES
_____	BU 1121	Business Mathematics	3	MA 1101
_____	BU 1123	Business Communications	3	EN 1103
_____	CA 6112	Integrated Office Applications	3	CA 1101, CA 1104, CA 1105
	CA 1101	Microcomputer Applications	3	EN 2103 or higher placement and either taking, have successfully completed or tested out or EN 1101 and MA 1103
	<b>or</b>			
_____	CA_____	Computer Applications Elective*		
_____	BU 6102	Keyboarding	3	EN 2103 or higher placement
_____	CA 1104	Word Processing Applications	3	CA 1101, BU 6102 or permission of instructor
_____	BU 1124	Interpersonal Communications in Business	3	
_____	EN 1103	English Composition I	3	EN 1101 or placement by exam
	<b>Choose one of the following: (3-4 credits)</b>		3-4	
_____	BU 1241	Cooperative Field Experience		Completion of at least 12 credits in the student's degree or certificate program with a GPA of 2.0 or higher eligible for EN 1103
_____	CA 1105	Spreadsheet Applications		CA 1101 or permission of instructor
_____	BU 2101	Principles of Accounting I		MA 1101, EN 2103 or higher placement. Corequisite: MA 1103
_____	BU 2104	Financial Accounting		EN 2103 or higher placement, CA 1101 and MA 1103 or higher placement
_____	CA 1107	Desktop Publishing & Presentation Graphics		CA 1101 or equivalent experience

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\*CA 1100 will not satisfy this requirement