



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 Microcomputer Applications (CAP 101) immediately upon beginning their coursework so they will be prepared to take the other required computer applications courses.

Program Outcomes:

Graduates of the Office Systems and Administration Certificate program are prepared to:

- Use appropriate business knowledge in the office setting to facilitate the work requirements of the organization and demonstrate proficiency in the use of appropriate technology to facilitate the variety of office processes;
- Demonstrate proficient interpersonal skills and a comprehension of appropriate organizational behavior;
- Demonstrate proficiency using computer applications software including word, spreadsheets and presentation software skills;
- Communicate effectively using written, oral and nonverbal techniques, including the use of technology in the gathering and presentation of information.

OFFICE SYSTEMS AND ADMINISTRATION • Certificate

LOWELL CAMPUS - DAY

	✓	COURSE #	COURSE TITLE	CREDITS	PREREQUISITES
_____		BUS 101	Business Mathematics	3	MAT 060
_____		BUS 105	Keyboarding	3	ENG 060 or higher placement
_____		BUS 112	Interpersonal Communications in Business	3	
_____		BUS 213	Business Communications	3	ENG 101
_____		CAP 101	Microcomputer Applications or	3	ENG 060 or higher placement and either taking, have successfully completed or tested out of ENG 071 and MAT 070
_____		CAP _____	Computer Applications Elective*		
_____		CAP154	Word Processing Applications	3	CAP 101, BUS 105 or permission of instructor
_____		CAP 171	Integrated Office Applications	3	CAP 101
_____		ENG101	English Composition I	3	C- in ENG 071 or eligible for ENG 101 and placement above or successful completion of ENG 060
		Choose one of the following: (3-4 credits)		3-4	
_____		BUS120	Principles of Accounting I		MAT 060 and ENG 060 or higher placement. Corequisite: MAT 070
_____		BUS214	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 ENG 101
_____		BUS221	Financial Accounting		CAP 101; ENG 060 and MAT 070 or higher placement
_____		CAP155	Spreadsheet Applications		CAP 101 or permission of instructor
_____		CAP157	Desktop Publishing & Presentation Graphics		CAP 101 or equivalent experience
				27-28	

*Must be above CAP 100