

# OFFICE ADMINISTRATION TECHNOLOGY - CERTIFICATE OF COMPLETION

## Bilingual Office Specialist (33 credits)

### A Suggested Plan of Study

The contents of this roadmap may vary depending on initial student placement in mathematics and English. This is only a suggested plan of study for students, and is not intended as a contract. Individual student academic plans may vary. Please contact your academic advisor to create a plan that works for you. Course availability may vary from fall to spring semester and may be subject to modification or change.

NOTE: Students must earn a final grade of C- or better in all major requirement courses and achieve a cumulative grade-point average of at least 2.0.

Students must complete all University certificate requirements to total at least 33 credits. Developmental coursework will not count towards the degree requirements and/or elective credits, but may be needed in order to take the necessary English and Mathematics coursework.

Semester 1		Credits
BUSA 1210 or H1TP 1110	Records Management or Electronic Health Records	3
BUSA 1180	Business Mathematics	3
BUSA 2230G	Human Relations in Business	3
OTEC 1102	Keyboard Skillbuilding	3
SPAN 1511	Spanish for Human Services	3
<b>Credits</b>		<b>15</b>
Semester 2		
ACCT 1115 or ACCT 2110	Accounting Principles I or Principles of Accounting I	3
BCIS 1750	Microsoft Outlook and Office Procedures	3
BCIS 1220	Introduction to MS Word	3
BUSA 2175	Personal Development	3
SPAN 1410	Spanish for Health Care Professions	3
<b>Credits</b>		<b>15</b>
Semester 3		
OTEC 2998 or H1TP 2998	Internship I or Health Information Technology Internship	3
<b>Credits</b>		<b>3</b>
<b>Total Credits</b>		<b>33</b>

## General Office Assistant (33 credits)

### A Suggested Plan of Study

The contents of this roadmap may vary depending on initial student placement in mathematics and English. This is only a suggested plan of study for students, and is not intended as a contract. Individual student academic plans may vary. Please contact your academic advisor to create a plan that works for you. Course availability may vary from fall to spring semester and may be subject to modification or change.

NOTE: Students must earn a final grade of C- or better in all required OTEC, HLSC and H1TP courses and achieve a cumulative grade-point average of at least 2.0.

Students must complete all University certificate requirements to total at least 33 credits. Developmental coursework will not count towards the degree requirements and/or elective credits, but may be needed in order to take the necessary English and Mathematics coursework.

Semester 1		Credits
BUSA 1180	Business Mathematics	3
BUSA 1210 or H1TP 1110	Records Management or Electronic Health Records	3
BUSA 2230G	Human Relations in Business	3
OTEC 1102	Keyboard Skillbuilding	3
Choose one from the following:		3
HLSC 1510	Medical Terminology	
OTEC 2260	Business Procedures	
<b>Credits</b>		<b>15</b>
Semester 2		
ACCT 1115 or ACCT 2110	Accounting Principles I or Principles of Accounting I	3
BCIS 1750	Microsoft Outlook and Office Procedures	3
BCIS 1220	Introduction to MS Word	3
BCIS 1215	Introduction to MS Excel I	3
BUSA 2175	Personal Development	3
<b>Credits</b>		<b>15</b>
Semester 3		
OTEC 2998 or H1TP 2998	Internship I or Health Information Technology Internship	3
<b>Credits</b>		<b>3</b>
<b>Total Credits</b>		<b>33</b>