



## (OAD) – Office Technology Advanced Certificate

*We advise CTE dual enrollment students in the shortest credential options within an AAS degree. We do this because they are the shortest credit hour options and allow students the greatest chance of completing a credential before they graduate high school. All courses in the short certificate and advanced certificate options are counted towards an AAS degree within the Career Program.*

### Special Details for OAD Career Program for DE CTE

Office Administration only has an Advanced Certificate option as it’s shortest certificate option (33 credit hours). We do not have short certificate options in this Career Program currently. Since this is an Advanced Certificate, students are required to complete 15 credit hours of General Education courses in addition to their major OAD courses in the option of their choice. The humanities, accounting and/or business general core requirements are **not** covered under the CTE scholarship.

\*This program is a 100% online learning experience. Students will need access to a computer with an operating system. Some classes cannot be completed on a Chromebook. Contact [dualenrollment@jeffersonstate.edu](mailto:dualenrollment@jeffersonstate.edu) with any questions.

Students must take OAD 101 if they do not have a level of proficiency in keyboarding. **Academic Course Pairing Option**–English (ENG 101 & ENG 102) can be covered under the CTE scholarship. For scholarship coverage, students **must** take English and a CTE course in the same semester.

<b>General Courses</b>			
<b>Course</b>	<b>Prerequisite</b>	<b>Title</b>	<b>Semester Hrs</b>
ENG 101 <i>(covered by scholarship only if paired)</i>	Placement Score	English Composition I	3
MTH Elective: <i>(covered by STEM Scholarship)</i>	Placement Score	MTH 100 or higher-level math	3
AHUM <i>(not covered by CTE or STEM scholarship)</i>		Humanities and Fine Arts Elective (AHUM): art, humanities, religion, theater, music, philosophy, foreign language, literature)	3
CIS 146 <i>(covered by STEM scholarship)</i>		Microcomputer Applications	3
ACT 145 <u>or</u> <i>(not covered by scholarship in Medical OAD track)</i>		Basic Accounting Procedure	3
BUS 241 <i>(not covered by scholarship in Medical OAD track)</i>		<u>or</u> Principles of Accounting I	3
<b>Total Credit Hours</b>			<b>15</b>



<b>Medical Office Assistant Track</b>			
<b>Course</b>	<b>Prerequisite</b>	<b>Title</b>	<b>Semester Hrs</b>
OAD 103	Students not proficient in keyboarding must take OAD 101	Intermediate Keyboarding	3
OAD 133		Business Communication	3
OAD 125		Word Processing	3
OAD 138		Records & Information Management	3
OAD 211		Medical Terminology	3
OAD 214		Medical Office Procedures	3
<b>Total Credit Hours (+General Courses)</b>			<b>33</b>

<b>Accounting Assistant Track</b>			
<b>Course</b>	<b>Prerequisite</b>	<b>Title</b>	<b>Semester Hrs</b>
OAD 103	Students not proficient in keyboarding must take OAD 101	Intermediate Keyboarding	3
OAD 133		Business Communication	3
OAD 125		Word Processing	3
OAD 138		Records and Information Management	3
CIS 113	CIS 146 or spreadsheet experience	Spreadsheet Software Application (Excel)	3
OAD 137	BUS 241 or ACT 145	Computerized Financial Recordkeeping (Quickbooks)	3
<b>Total Credit Hours (+General Courses)</b>			<b>33</b>



<b>Office Applications Assistant Track</b>			
<b>Course</b>	<b>Prerequisite</b>	<b>Title</b>	<b>Semester Hrs</b>
OAD 103	Students not proficient in keyboarding must take OAD 101	Intermediate Keyboarding	3
OAD 133		Business Communication	3
OAD 125		Word Processing	3
OAD 138		Records and Information Management	3
OAD 230		Computerized Desktop Publishing	3
<i>OAD 137</i>	BUS 241 or ACT 145	Computerized Financial Recordkeeping (Quickbooks) * <b><i>Or</i></b>	3
<i>CIS 113</i>	CIS 146 or spreadsheet/database experience	Spreadsheet Software Applications	3
<b>Total Credit Hours (+General Courses)</b>			<b>33</b>