



## (OAD) – Office Administration 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 Dual Enrollment Students in the OAD Career Program:

The advanced certificate (33 credit hours) is the shortest certificate option in the Office Administration career program. Since this is an advanced certificate, students are required to complete 15 credit hours of general education courses in addition to the 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.

Students who are not proficient in keyboarding should take OAD 101.

**Academic Course Pairing Option:** English (ENG 101 & ENG 102) can be covered under the CTE scholarship. For scholarship coverage, students **must** take the English course and a CTE course in the same semester.



General Courses (15 hours)			
Course	Prerequisite	Title	Semester Hours
ENG 101 (covered by CTE scholarship only if paired)	**Placement Score	English Composition I	3
MTH Elective (covered by STEM Scholarship)	**Placement Score	MTH 100 or MTH 116 or higher-level math	3
AHUM (not covered by CTE or STEM scholarship)		Humanities and Fine Arts Elective (AHUM): art, humanities, religion, theater, music, philosophy, foreign language, literature	3
CIS 146 (covered by STEM scholarship)		Microcomputer Applications	3
ACT 145 (covered by CTE scholarship in Office Applications track) <b>OR</b> BUS 241 (covered by CTE scholarship in Office Application and Accounting Assistant tracks)		Basic Accounting Procedure  <b>OR</b> Principles of Accounting I	3

Medical Office Assistant Track			
Course	Prerequisite	Title	Semester Hours
OAD 103	Students not proficient in keyboarding should take OAD 101	Intermediate Keyboarding	3
OAD 133	none	Business Communication	3
OAD 125W	none	Word Processing	3
OAD 138	none	Records & Information Management	3
OAD 211	none	Medical Terminology	3
OAD 214	none	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	none	Business Communication	3
OAD 125W	none	Word Processing	3
OAD 138	none	Records and Information Management	3
OAD 230	none	Computerized Desktop Publishing	3
CIS 113	CIS 146 or spreadsheet experience	Spreadsheet Software Application (Excel)	3
OAD 137	BUS 241	Computerized Financial Recordkeeping	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 Hours</b>
OAD 103	Students not proficient in keyboarding must take OAD 101	Intermediate Keyboarding	3
OAD 133	none	Business Communication	3
OAD 125W	none	Word Processing	3
OAD 138	none	Records and Information Management	3
OAD 230	none	Computerized Desktop Publishing	3
OAD 137 or CIS 113	OAD 137: BUS 241 or ACT 145 or CIS 113: CIS 146 or spreadsheet/database experience	Computerized Financial Recordkeeping (QuickBooks) <b>OR</b> Spreadsheet Software Applications	3
<b>Total Credit Hours (+General Courses)</b>			<b>33</b>

Please reference the Jefferson State Course Catalog for additional information [Catalogs - Jefferson State Community College](#)