Office Applications Assistant Track CER C166

Office Technology Advanced Certificate

The courses listed below are part of the A.A.S. degree. While completing the requirements for an A.A.S. degree, a student can earn the advanced certificate.

- A minimum of 61 hours is needed to apply for A.A.S. graduation.

- A minimum of 33 hours for advanced certificate

To be awarded the certificates and A.A.S. degree, students should contact the Enrollment Services Graduation Office two terms before graduating at graduation@jeffersonstate.edu.

Courses Required CER C166

General Courses (15 hours)

- ENG 101 English Composition I

- MTH 100 **or** Math 116 **or** higher-level math course

- Humanities and Fine Arts Elective (AHUM)

- CIS 146 Microcomputer Applications

- ACT 145 Basic Accounting Procedures **or** BUS 241 Principles of Accounting I (Accounting Track)

Office Applications Assistant Track (18 hours)

- OAD 103 Intermediate Keyboarding

- OAD 133 Business Communications

- OAD 125W Word Processing

- OAD 138 Records and Information Management

- OAD 230 Computerized Desktop Publishing

- OAD 137 Computerized Financial Recordkeeping

- CIS 113 Spreadsheet Software Applications (Excel)

Meeting with a program advisor is highly recommended.