

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 required OATS and HIT 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
BMGT 240	Human Relations	3
OATS 102	Keyboarding: Document Formatting	3
OATS 106	Business Mathematics	3
OATS 110 or HIT 110	Records Management or Electronic Health Records	3
OATS 170	Office Communications in Spanish I	3
Credits		15
Semester 2		Credits
OATS 120 or ACCT 2110	Accounting Procedures I or Principles of Accounting I	3
OATS 171	Office Communications in Spanish II	3
OATS 209	Business and Technical Communications	3
OATS 211	Information Processing I	3
OATS 239	Personal Development	3
Credits		15
Semester 3		Credits
OATS 221 or HIT 221	Internship I or Internship I	3
Credits		3
Total Credits		33

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 OATS and HIT 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
BMGT 240	Human Relations	3
OATS 102	Keyboarding: Document Formatting	3
OATS 106	Business Mathematics	3
OATS 110 or HIT 110	Records Management or Electronic Health Records	3
Choose one from the following:		3
HIT 150	Introduction to Medical Terminology	
OATS 203	Office Equipment and Procedures I	
OATS 250	Electronic Office Systems	
Credits		15
Semester 2		Credits
OATS 120 or ACCT 2110	Accounting Procedures I or Principles of Accounting I	3
OATS 209	Business and Technical Communications	3
OATS 211	Information Processing I	3
OATS 215	Spreadsheet Applications	3
OATS 239	Personal Development	3
Credits		15
Semester 3		Credits
OATS 221 or HIT 221	Internship I or Internship I	3
Credits		3
Total Credits		33