

ADMINISTRATIVE - CERTIFICATE

Offered at: Big Sandy Community and Technical College, Maysville
Community and Technical College

Program Plan Number: 5204023039

May be available completely online. Please check with your academic advisor.

Course	Title	Credits
OST 105	Introduction to Information Systems	3
OST 108	Editing Skills for Office Professionals	3
or ENG 101	Writing I	
Select one of the following 3 options:		3
MAT 105	Business Mathematics	
OST 213	Business Calculations for The Office Professional	
Higher Level Quantitative Reasoning Course		
OST 110	Word Processing Applications	3
OST 160	Records and Database Management	3
OST 215	Office Procedures	3
OST 235	Business Communications Technology	3
OST 240	Advanced Microsoft Applications	3
ACT 101	Fundamentals of Accounting I	3
or ACC 201	Financial Accounting	
OST 150	Transcription and Office Technology	3
or OST 210	Advanced Word Processing Applications	
Total Credits		30