

ADMINISTRATIVE - CERTIFICATE

Offered at: Big Sandy Community and Technical College, Bluegrass Community and Technical College, Elizabethtown Community and Technical College, Hopkinsville Community College, Jefferson Community and Technical College, Maysville Community and Technical College, Owensboro Community and Technical College

Program Plan Number: 5204023039

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

Course	Title	Credits
OST 108 or ENG 101	Editing Skills for Office Professionals Writing I	3
OST 105	Introduction to Information Systems	3
Select one of the following 3 options		3
OST 213 MAT 105	Business Calculations for The Office Professional Business Mathematics	
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 or ACC 201	Fundamentals of Accounting I Financial Accounting	3
OST 150 or OST 210	Transcription and Office Technology Advanced Word Processing Applications	3
Total Credits		30