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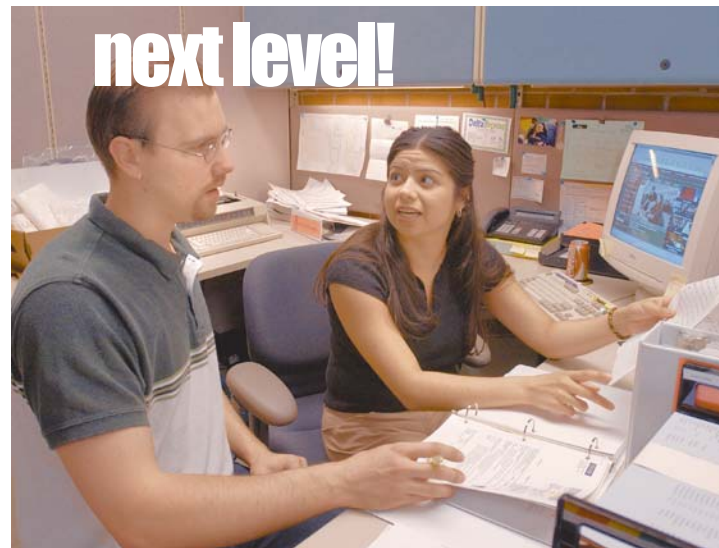
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## Professional Studies in Office Administration

*A program designed specifically  
with the working office  
professional in mind*



# Take your career to the next level!



# Advance your Career!

The Professional Studies in Office Administration Certificate is a specialized 18-credit program for working office professionals. This certificate is designed to accommodate your employment needs by allowing you to choose from a variety of courses within a flexible academic framework.

Partner with Delta College now to . . .

- **Enhance your office skills!**
- **Acquire new competencies!**
- **Increase your employability!**

For more information about this exciting new opportunity, please call the Business and Information Technology Division Office at (989) 686-9127.

# Professional Studies in Office Administration Certificate of Achievement

Total Credits Required: 18

(3-9 credits from each category)

**Certificate Prerequisites:** OAT 150 Business English, OAT 170 Keyboarding, CST 103 Windows Foundation (or equivalent background)

## Category 1

### COMMUNICATIONS

- OAT 151 Business Communication I (3 credits)
- OAT 152 Business Communication II (3 credits)
- SPH 112 Fundamentals of Oral Communication (3 credits)
- SPH 114 Interpersonal Communication (3 credits)
- SPH 202 Oral Communication for Managers (3 credits)
- PHL/MGT 203 Business Ethics (3 credits)
- PHL 210 Information Technology Ethics & Law (2 credits)
- PSY 101 Applied Psychology (3 credits)
- LIB/ENG 195 Library Research Skills (1 credit)
- MGT 145 Principles of Sales (3 credits)
- CST 135 Help Desk Fundamentals (1 credit)

## Category 2

### OFFICE/MANAGEMENT

- OAT 105 Time Management (1 credit)
- OAT 155 Editing (2 credits)
- OAT 157 File Management (2 credits)
- OAT 175 Electronic Calculation (2 credits)
- OAT 268 Professional Office Procedures (3 credits)
- MGT 110 Business Mathematics (3 credits)
- MGT 153 Introduction to Business (3 credits)
- MGT 245 Principles of Management (3 credits)
- MGT 265 International Business (3 credits)
- ACC 111 Introductory Accounting (4 credits) OR  
ACC 211 Principles of Accounting I (4 credits)
- ACC 212 Principles of Accounting II (4 credits)
- ACC 233 Cost Accounting (3 credits)
- MGT 131 Small Business Management (3 credits)

## Category 3:

### TECHNOLOGY

- OAT 171 Document Processing: Beginning (3 credits)
- OAT 172 Document Processing: Intermediate (3 credits)
- OAT 273 Document Processing: Advanced (3 credits)
- OAT 285 Office Technology (3 credits)
- CST 105 Outlook (1 credit)
- CST 146 Desktop Publishing (2 credits)
- CST 147 Presentation Graphics Using Powerpoint (2 credits)
- CST 151 Spreadsheet Fundamentals (2 credits) OR  
CST 155 Microsoft Excel (3 credits)
- CST 257 Database MS Access (3 credits)
- CST 134 Microcomputers in Business MS Office (3 credits)
- CST 104 Microsoft Word Foundations (1 credit)
- CST 204 Microsoft Word: Intermediate (2 credits)
- CST 106 Internet Foundations (1 credits)
- CST 110 Web Page Development Using HTML (1 credit)
- CST 210 Advanced Web Page Development (2 credits)
- CST 123 Windows Operating System (1 credit)
- MGT 274 Computer Aided Decisions (2 credits)



- NOTES:
1. All courses on this certificate must be completed within 4 years of starting the certificate.
  2. A "C" minimum grade is required in each course.
  3. Many classes have prerequisites. Check the current Delta College Catalog, or consult with the Counseling & Advising Center for the proper sequencing of courses.
  4. If you are interested in completing other certificates or degrees at Delta College, consult with the Counseling & Advising Center for help with course selection.