

GLOUCESTER COUNTY COLLEGE
BUSINESS AND TECHNOLOGY DIVISION

GRADUATION CONTROL SHEET

COMPUTERIZED OFFICE ADMINISTRATION
Certificate Program

This one-year certificate program is designed to provide the student with the knowledge and computer skills necessary to begin a career as an office assistant or secretary. At the same time, the student is accumulating college credits which can be applied toward an Associate's Degree.

<u>Course</u>		<u>Credits</u>
_____	BUS 102 Accounting I	4
_____	BUS 231 Principles of Management	3
_____	COA 101 Keyboarding I * or	
_____	_____ COA/BUS Elective	2-3
_____	COA 111 Keyboarding II	2
_____	COA 141 Computerized Information Management	3
_____	COA 214 Machine Transcription	3
_____	COA 220 Office Procedures	4
_____	COA 242 WordPerfect or	
_____	COA 243 Microsoft Word	3
_____	COM 101 English Composition I	3
_____	COM 104 Business Communications	3
_____	COM 110 Desktop Publishing	3
	<u>TOTAL MINIMUM CREDITS:</u>	33

* Students with one year of high school keyboarding with a grade "C" or better should select an elective. Students should not select CIS 101-107.

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REQUIRED CORE AND ELECTIVE COURSES

		<u>Credits</u>
<u>Communications</u>		
English Composition I	COM 101	3
Business Communications	COM 104	3
<u>Humanities</u>		
Desktop Publishing	COM 110	3
<u>Business</u>		
Accounting I	BUS 102	4
Principles of Management	BUS 231	3
Keyboarding I	COA 101	or
Elective	COA/BUS _____	2-3
Keyboarding II	COA 111	2
Computerized Information Management	COA 141	3
Machine Transcription	COA 214	3
Office Procedures	COA 220	4
WordPerfect	COA 242	or
Microsoft Word	COA 243	3
<u>TOTAL MINIMUM CREDITS:</u>		33