



CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

**Short Certificate - Business and Office Technology:
Administrative Technology option**

The administrative technology certificate program is designed for persons seeking immediate employment and for professional development for persons who are already employed in office and business positions. Credits earned may be applied toward the Associate of Applied Science degree in Business Technology.

	credit hours
Required courses	18
OAD 101 Beginning Keyboarding.....	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing	3
OAD 130 Electronic Calculations	3
ENG 101 English Composition I	3
CIS 146 Microcomputer Applications	3
Electives	3
CIS Elective (BUS, CIS, ECO, OAD or MST).....	3
Additional certificate requirements	6
ORI 105 Orientation and Student Success	3
WKO 102 Workplace Skills Development II.....	3
Total	27