CERTIFICATE

Certificate in Office Technology

Total Credit Hours: 39-41

About Certificate in Office Technology

This program prepares students for entry- through mid-level positions as administrative assistants or may be used to update office technology knowledge and skills for job advancement in the field. Related job titles include clerk, typist, receptionist, and data entry operators.

Interested in this Certificate?
Please contact us and we'd be happy to assist!

Office Technology Faculty

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 REQUIREMENTS FOR CERTIFICATE

Major Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		

Course	Course Name	Credits
EN110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
Course	**Course Name**	**Credits**
CS151	Windows Applications	3
OA101	Keyboarding Applications	3
OA103	Filing Systems	3
OA130	Information Processing	3
OA210	Database Management Systems	3
OA211	Business Communications	3
OA220	Spreadsheet Systems	3
OA230	Advanced Information Processing	3
OA250	Office Procedures	3
PY125	Interpersonal Relations	3
Electives		
Choose 2 courses from the following		
AC100	Fund Bookkeeping and Accounting	3
AC211	Accounting Principles I	4
OA109	Business Math Using Excel	3
SM108	Introduction to Business	3
Certificate Total		**39-41**

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[GENERAL REQUIREMENTS FOR CERTIFICATE](#)

General Requirements for Certificates

Effective fall Semester 2003, several academic policy changes were implemented to ensure that students are adequately prepared to meet business and industry standards. All Undeclared or newly Declared Students enrolled in regularly scheduled postsecondary courses must be enrolled in or must have completed developmental coursework for Math and English or have successfully placed into post-secondary Math and English (or equivalent).

Students must fulfill the English general education requirement by the time they have enrolled in 12 credits of classes. This means that students may take only nine (9) credits before they must begin meeting the general education requirements. All declared students in Certificate programs will be required to successfully complete minimum general education course requirements. For more information, refer to the Admissions Information, General Education Policy section of this catalog.

A. General Education Requirements
Students must demonstrate proficiency in reading, writing, understanding and speaking English as indicated by one of the following:

- Test out of the English Placement Test (or equivalent), or
- Satisfactory completion of EN097 courses and
- Test out of the Math Placement Test (or equivalent), or
- Satisfactory completion of MA098 course

*Students in the Certificate of Construction Technology program can successfully complete their math requirements with MA094 Mathematics for the Trades in lieu of MA098 Intermediate Algebra.

B. Major Requirements. Total Major Requirements vary by program. Minimum Total Credits Required for a Certificate is 30 credits.

* No course may be counted for both Major and General Education requirements.
** Placement testing is not mandatory for admission to the College. Completion of placement testing or equivalent, however, is required for enrollment into English and mathematics courses. Therefore, students who plan to enroll full-time in a program should take the placement test to be eligible for a full load of courses.
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Student Learning Outcomes

Upon successful completion of the Certificate in Office Technology program, students will be able to:

1. Key at current speed and accuracy to meet industry requirements for keyboarding.
2. Format, produce, and manage business documents such as memos, letters, databases, spreadsheets, presentations, and reports.
3. Demonstrate effective written and oral business communication skills.

Check out some of these amazing Certificate in Office Technology courses...

OA220 Spreadsheet Systems

Spreadsheets, their roles, advantages, and limitations will be covered in this course. Microcomputer usage and standard spreadsheet software will be utilized to provide hands-on applications experience with creating, designing, setting up, utilizing, and integrating spreadsheets. The course is designed to be taught in a traditional setting or as a hybrid or online course.
+ More Info [1]

OA210 Database Management Systems

This course introduces the basic concepts of a database management system. Topics include designing, creating, and using a database; querying a database; maintaining a database; sharing data among applications; and creating forms and reports.
+ More Info [2]

OA130 Information Processing

This course provides students with basic skills and advanced concepts using word processing software for preparing business letters, memos, tables, reports, and forms (including meeting minutes, agendas, itineraries,

articles). Speed and accuracy in the preparation of a mailable copy is emphasized.
+ More Info [3]

You may also be interested in these related Programs...

[4]

Associate of Science in Office Technology **[4]**

This program provides training in skills used within the business office such as business correspondences, Microsoft Office applications, office procedures, basic accounting, customer service, and business communications. Upon completion, students will be trained to perform as a future office manager. Related job titles include executive administrative assistant, clerk, customer service support, and executive secretary.
+ More Info [4]

[5]

[Associate of Science in Marketing](#) **[5]**

The Associate of Science Degree in Marketing provides students with the knowledge and skills required to obtain career-sustaining employment in a marketing profession. Among the many career opportunities in marketing are account executive, buyer, merchandiser, brand manager, retail supervisor, advertising assistant, market researcher, and social media marketing coordinator. The marketing program will equip students with the experience and technical skills necessary for rapid progression into mid-management positions.
[+ More Info](#) [5]
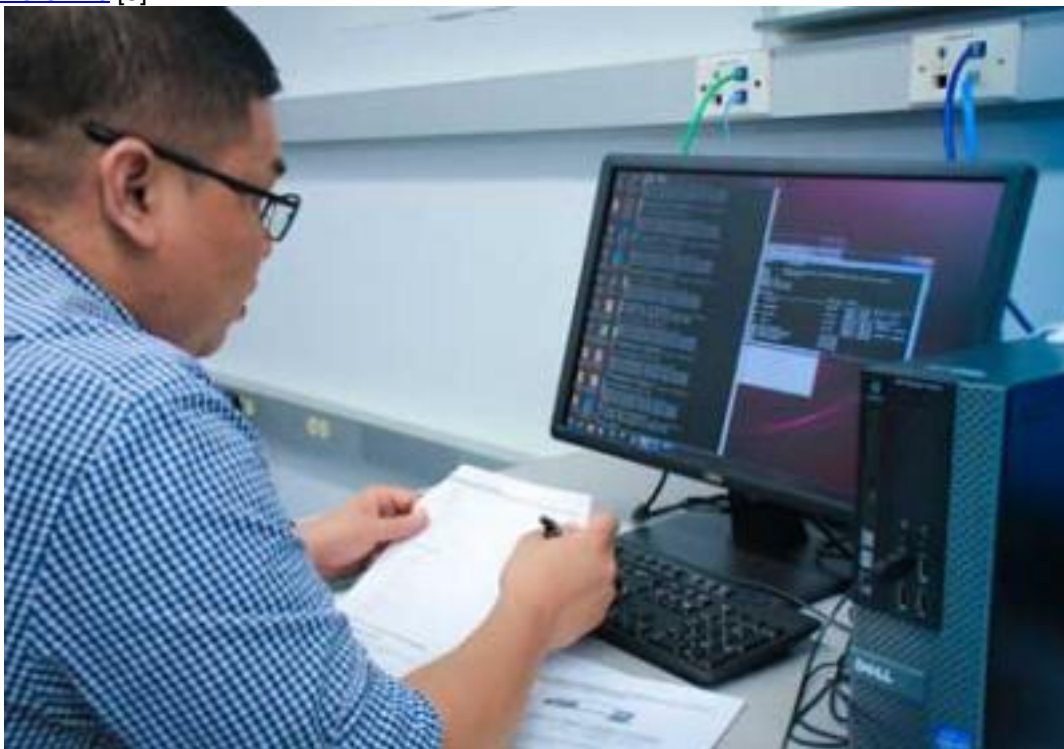
[6]

[Associate of Science in Computer Science](#) **[6]**

The Associate of Science in Computer Science program will provide opportunities for students to work as programmers who write instructions and translate them into a machine-readable language, as system analysts who design computer systems for processing information, computer operators who monitor and control computer systems and retrieve results, data entry personnel who enter information and instructions into the computers, etc. The Associate of Science in Computer Science UOG Track will provide the foundational knowledge and hands-on skills to prepare students to further their education at the University of Guam with a goal of earning a Bachelor of Science in Computer Science. Students will learn to design computer systems for processing information; work as programmers who write instructions and translate them into a machine readable language, computer operators who monitor and control computer systems and retrieve results, and data entry personnel who enter information and instructions into the computer.

+ More Info [6]