



Division of Continuing Education

Online Office Administration Certificate Program Agreement

The intent of GSW's Online Office Administration Certificate Program is to provide training to enhance your understanding and proficiency in up-to-date office skills. This certification is designed to help you acquire business skills and professional knowledge that distinguish the qualified office assistant. The certificate program consists of seven required courses and three elective courses. You have up to 18 months to complete these courses. Courses last six weeks and have 12 lessons. Two lessons are released each week, one on Wednesday and the other on Friday. Once you have completed all twelve lessons in each course, you must take a final exam for that course. The final exam will be released the same day as Lesson 12, and you will have two weeks from that release date to complete the final. Once you pass the final exam, you can print out a certificate of completion for that course. Take each class and spend time practicing what you learned while at home or on the job before going on to another content area. Copies of all ten completion letters must be sent to GSW Continuing Education in order to receive your certificate for the entire program.

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening/Cell Phone: _____

E-mail Address: _____

The participant, by his or her signature, has read all the information and agrees to the provisions listed below:

- The above application form must be completed in its entirety. It is imperative that we be notified of any changes in address or phone number.
- Seven required courses and three elective courses must be completed to meet the requirements for the certificate program. This includes a minimum of 168 hours of required courses and a minimum of 72 hours of elective courses. Please see the list of courses attached.

- There is no fee for the certificate program itself; fees are charged for the individual courses taken. These are non-credit hours, and this is not a degree program, therefore financial aid is not available.
- Exceptions, if any, to the course requirement specifications must be approved by the Director of Continuing Education.
- The time requirement of 18 months for completion may be extended due to extensive illness or other necessary administrative reasons.
- The Division of Continuing Education reserves the right to amend our policies regarding the Office Administration Certificate Program at any time and will contact those participants who may be affected by any policy adjustments.
- A certificate will be given upon successful completion of all courses, and Georgia Southwestern State University Continuing Education will retain a permanent record of all courses taken.
- This certificate program is designed to enhance your basic understanding of and proficiency in up-to-date office skills. Georgia Southwestern Continuing Education does not guarantee employment or job advancement upon completion of this program.

Signed: _____ Date: _____
Participant

Signed: _____ Date: _____
Director of Continuing Education

Office Use Only

Program Beginning Date: _____

Program Completion Date: _____

Date Completion Certificates Received: _____

Date Certificate Issued: _____