

## Online Office Administration Certificate Program Required & Elective Courses

<i>Required Courses</i>	√	<i>Contact Hours</i>	<i>Date Started</i>	<i>Date Finished</i>
Effective Business Writing		24 Hours		
Introduction to Microsoft Word		24 Hours		
Intermediate Microsoft Word		24 Hours		
Introduction to Microsoft Excel		24 Hours		
Intermediate Microsoft Excel		24 Hours		
Administrative Asst Fundamentals		24 Hours		
Accounting Fundamentals		24 Hours		
<b>Total Contact Hours:</b>		<b>168 Hours</b>		

<i>Electives (Choose Any 3)</i>	√	<i>Contact Hours</i>	<i>Date Started</i>	<i>Date Finished</i>
Managing Customer Service		24 Hours		
Keys to Effective Communication		24 Hours		
Individual Excellence		24 Hours		
Speed Spanish		24 Hours		
Speed Spanish II		24 Hours		
Introduction to Microsoft Outlook		24 Hours		
Introduction to Quickbooks		24 Hours		
Introduct to Microsoft PowerPoint		24 Hours		
<b>Total Contact Hours Required</b>		<b>72 Hours</b>		