

32 Credit Hour Certificate – Business Office Administration

Name: _____ ID#: _____ Date: _____

The MACC Business and Office Administration program options are designed to provide the student with the knowledge and skills necessary to begin a career as an administrative office professional. With the education and hands-on experience obtained in this program, successful graduates are prepared to work in positions such as legal administrative assistant, executive administrative assistant, medical receptionist, medical office assistant, receptionist, secretary, data entry clerk, as well as many other office support positions.

Taken	Course	Required Courses	Hours	Milestone*
	BOA108	^Word Processing Concepts Using Microsoft Word – Fall Only	3	BOA108
	BOA120	^Customer Service – Spring Only	3	
	BOA140	Personal Information Management Using Microsoft Outlook – Spring Only	1	
	BOA151	Records Management – Spring Only	3	
	BOA165	Presentation Skills Using Microsoft PowerPoint – Fall Only	3	
	BOA261	Spreadsheet Applications Using Microsoft Excel – Fall Only	3	
		Directed Electives (See Below)	16	
			32	
Directed Electives (16 credit hours needed)				
	ACC101	Elementary Accounting I	3	
	ACC102	^Elementary Accounting II	3	
	ACC110	Personal Finance	3	
	ACC214	^Computerized Accounting Applications Using QuickBooks – Spring Only	3	
	ACC218	^Payroll Accounting – Spring Only	3	
	BOA152 or MTH140 or MTH142 or MTH160	^Business Math – Spring Only or ^Precalculus Algebra or ^Quantitative Reasoning or ^Elementary Statistics	3	
	BOA265	Business Information Systems – Spring Only	3	
	BOA295 or SKL250	^Business Office Administration Internship or ^Employment Seminar	1-2	
	BUS100	Introduction to Business	3	
	BUS112	Principles of Management	3	
	BUS113	Human Resource Management	3	
	BUS120	Business Law	3	
	BUS150	^Business Communication	3	
	HSC171	Medical Terminology	3	
	ITC145	Web Design I	3	
	MKT105	Principles of Marketing	3	
	SKL101	College Orientation	1	
		Minimum Required Hours for Certificate	32	

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the certificate in a timely manner. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

**Certificate is granted upon successful completion of all required courses plus directed elective courses totaling a minimum of 32 credit hours.

^Please refer to the course descriptions for pre/co-requisite and placement information. You can only register for these courses if you have met the prerequisite, placed into the course and/or enroll in the co-requisite course(s).