

PROGRAM MAP

CERTIFICATE IN OFFICE ADMINISTRATIVE SPECIALIST

A student's placement on this program map is contingent upon meeting prerequisite or other academic requirements.

SEMESTER 1

- ACC 150 | Accounting Principles I
- BUS 101 | Customer Relations
- BUS 110 | Introduction to Business
- CIT 100 | Microcomputer Applications
- ENG 110 | English Composition I

SEMESTER TOTAL CREDITS: 15

SEMESTER 2

- ACC 175 | Accounting Principles II
- BUS 102 | Virtual Employment
- BUS 220 | Small Business Management
- ENG 220 | Business Letter & Report Writing

SEMESTER TOTAL CREDITS: 12

TOTAL CREDITS COMPLETED: 27

CREDITS

- 3
- 3
- 3
- 3
- 3

CREDITS

- 3
- 3
- 3
- 3

IMPORTANT NOTES:

Students should seek an appointment with an academic advisor to determine the courses that properly meet each individual's academic goals and to discuss any and all transfer options.

This certificate prepares individuals for the role of support personnel in any for profit or nonprofit business/industry. Students are trained in the practice of coordinating virtual meetings, customer relations, software applications, project management, and professionalism.

Registration Contact Information:

Contact the Registrar's Office for additional information at registrar@pennhighlands.edu or 814.262.6439.



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