

# Crowder College

## CERTIFICATE - Office Administration I

Done   Curr   To do

<b>Orientation</b>	<b>1 hour</b>			
COLL	101	___	___	___
<b>18 Hours</b>				
	BSAD 121 Business Math (3)	___	___	___
	BSAD 125 Bus Computer Apps (3)	___	___	___
	OA 102 Filing Sys & Rec Mgmt (3)	___	___	___
	OA 107 College Keyboarding* (3)	___	___	___
<b>OR</b>	ENGL 100 Mechanics of Comp (3)	___	___	___
	ENGL 101 English Composition I* (3)	___	___	___
<b>OR</b>	OA 100 Practical Accounting (3)	___	___	___
	BSAD 160 Prin of Accounting I (3)	___	___	___

Comments: \_\_\_\_\_

Dean: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(print your name as you wish it to appear on your diploma)

Social Security Number: \_\_\_\_\_

Current Phone Number: \_\_\_\_\_

Address: Street: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Does your diploma need to be mailed to a different address?   \_\_\_ Yes   \_\_\_ No

Degree Confirmed: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_