

Crowder College

CERTIFICATE - Office Administration II

		Done			Curr			To do		
Orientation	1 hour				Minimum of 4 hours					
	COLL 101									
	26 Hours									
	BSAD 103 Professional Dev (2)	_____	_____	_____	BSAD 108 Personal Finance (3)	_____	_____	_____		
	BSAD 121 Business Math (3)	_____	_____	_____	BSAD 110 Prob in Off and Bus Admin (1)	_____	_____	_____		
	BSAD 125 Bus Computer Apps (3)	_____	_____	_____	BSAD 150 Intro to Business (3)	_____	_____	_____		
	BSAD 130 Bus Correspondence* (3)	_____	_____	_____	BSAD 225 Adv Bus Comp Apps* (3)	_____	_____	_____		
	ENGL 100 Mechanics of Comp (3)	_____	_____	_____						
OR	ENGL 101 English Composition I* (3)	_____	_____	_____	OA 108 Intro to Transcription (3)	_____	_____	_____		
	OA 102 Filing Sys & Rec Mgmt (3)	_____	_____	_____	OA 113 Desktop Publishing (3)	_____	_____	_____		
	OA 107 CollegeKeyboard* (3)	_____	_____	_____	OA 211 Sec Off Procedures (3)	_____	_____	_____		
	OA 200 Word Porcessing I (3)	_____	_____	_____	OA 215 Medical Terminology (3)	_____	_____	_____		
	OA 100 Practical Accounting (3)	_____	_____	_____						
OR	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: _____

