

Office Administration Certificate of Achievement Coursework Roadmap

Instructions:

Complete the 32-33 units outlined below. Be sure to work with a counselor to assure completion of this certificate.

1. Take OFADM 313.
2. Take OFADM 202.
3. Take OFADM 262.
4. Take OFADM 316.
5. Take OFADM 259.
6. Take OFADM 260.
7. Take OFADM 231.
8. Take OFADM 304.
9. Take OFADM 320.
10. Take OFADM 363.

Course Selections:

	Units	Term
1. OFADM 313	<u> 3 </u>	_____
2. OFADM 202	<u> 2 </u>	_____
3. OFADM 262	<u> 1 </u>	_____
4. OFADM 316	<u> 1 </u>	_____
5. OFADM 259	<u> 1 </u>	_____
6. OFADM 260	<u> 1 </u>	_____
7. OFADM 231	<u> 3 </u>	_____
8. OFADM 304	<u> 3 </u>	_____
9. OFADM 320	<u> 1 </u>	_____
10. OFADM 363	<u> 1 </u>	_____

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Instructions:

Complete the 32-33 units outlined below. Be sure to work with a counselor to assure completion of this certificate.

11. Take OFADM 314.¹

12. Take BUSAD 310 or 201.

13. Take OFADM 375.

14. Take OFADM 305.²

15. Take OFADM 261.

16. Take OFADM 317.

17. Take OFADM 318.

18. Take OFADM 315.²

¹ OFADM 314 is offered in Fall semesters.

² OFADM 305 and 315 offered in Spring semesters.

Course Selections:

Units

Term

11. OFADM 314 3

12. BUSAD 310 or 201 3 or 4

13. OFADM 375 1

14. OFADM 305 3

15. OFADM 261 1

16. OFADM 317 1

17. OFADM 318 1

18. OFADM 315 2

Expected Term of Completion 32-33