

Record Management/Data Entry Certificate of Achievement Coursework Roadmap

Instructions:
 Complete the 13-14 units outlined below. Be sure to work with a counselor to assure completion of this certificate.

1. Take OFADM 313.
2. Take OFADM 202 or OFADM 301 & OFADM 302.
3. Take OFADM 304.
4. Take OFADM 375.
5. Take OFADM 305.¹
6. Take OFADM 261.

¹ OFADM 305 offered in Spring semesters.

Course Selections:	Units	Term
1. OFADM 313	<u>3</u>	_____
2. OFADM 202 or (301 & 302)	<u>2 or 3</u>	_____
3. OFADM 304	<u>3</u>	_____
4. OFADM 375	<u>1</u>	_____
5. OFADM 305	<u>3</u>	_____
6. OFADM 261	<u>1</u>	_____
Expected Term of Completion	<u>13-14</u>	_____