Office Administration and Technology Program

ADMINISTRATIVE OFFICE SPECIALIST – BUSINESS SOFTWARE
Certificate, 18 Credits

The Administrative Office Specialist Business Software Certificate allows learners to upgrade their technology and software skills. Learners will learn the Microsoft Office applications including Word, Excel, and PowerPoint. Students may choose from a varied list of electives to tailor the certificate to their individual needs.

**NOTE:** All program plans are preliminary and curriculum may change without notice. Your catalog of record may have different requirements.

### Core Credits – 16 Credits

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTEC1822</td>
<td>Microsoft Excel</td>
<td>4</td>
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<tr>
<td>OTEC1840</td>
<td>Business Presentations</td>
<td>3</td>
</tr>
<tr>
<td>OTEC1860</td>
<td>Microsoft Word</td>
<td>4</td>
</tr>
<tr>
<td>OTEC2800</td>
<td>Office Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>OTEC2814</td>
<td>Office Procedures</td>
<td>4</td>
</tr>
</tbody>
</table>

The sequence in which a student takes the required courses is determined by the student’s schedule, goals and skills, as well as class availability. College readiness classes or prerequisites may be required for some students/courses -- see Program Advisor.

### ADDITIONAL PROGRAM INFORMATION

**Program Location:** Online at both the Faribault and North Mankato Campuses

**Admission Dates:** Fall or Spring Semester

*Contact Program Advisor for online option availability. For more information: (507) 389-7200 | admissions@southcentral.edu*

### Program Advisors/Instructors

**Jean Guerber**
Faribault Campus B-109A  
(507) 332-5832  
jean.guerber@southcentral.edu

**Becky Miller**
Faribault, Office B-109A  
North Mankato Campus C-161  
(507) 332-5873  
becky.miller@southcentral.edu

**Lori Hood**
North Mankato Campus C-161  
(507) 389-7265  
lori.hood@southcentral.edu