Office Administration and Technology Program

ADMINISTRATIVE OFFICE SPECIALIST – BUSINESS SOFTWARE Certificate, 17 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.

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

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<th>Core Credits – 16 Credits</th>
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<tr>
<td><strong>Course ID</strong></td>
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<tr>
<td>OTEC1822</td>
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<td>OTEC1840</td>
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<td>OTEC1860</td>
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<tr>
<td>OTEC2800</td>
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<td>OTEC2810</td>
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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.

Program Advisors/Instructors

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Program Learning Outcomes

1. Input data with speed and accuracy at industry standard  
2. Apply knowledge of application software and files management

**Note: Prerequisite Requirements**  
Students must either currently have or attain the skills in **OTEC1001 Computer Software for College** and **OTEC1790 Keyboarding for College** before entry in the Office Administration and Technology programs.

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

Admission Dates: Fall or Spring Semester

Contact Program Advisor for online option availability.