



## OFFICE SUPPORT CERTIFICATE

### PROGRAM THE CERTIFICATE IS A PART OF

Office Administration Technology Degree

### JOB OPPORTUNITIES FOR GRADUATES

The Office Administration program prepares you for careers as an office assistant, administrative assistant, receptionist, information or customer service representative, office clerk, or secretary. You will learn the skills necessary to accomplish many creative and demanding tasks in today's office, while learning a professional foundation for success in a business environment. Course content incorporates the latest technology and software programs.

### SALARY

Office and administrative support - \$32,460 - growth: 3-7%

Office clerk - \$28,670

Executive secretary/executive administrative assistant - \$45,822  
- growth: -2% to 9.65%

Secretary/administrative assistant - \$30,825 - growth: -0.27%

Receptionists/information clerk - \$23,795.20 - growth: 6.49%



### ACCREDITATION

This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

### LOCATION

Toledo-area Campus

Hybrid

### STUDENT TESTIMONIALS

*"I really enjoy instructors who are passionate about what they are teaching. Every one of you made me enjoy coming to class."*

### OTHER INFORMATION

Some courses in this certificate may require students to take online courses.

The Business Technologies Department works closely with local businesses and organizations to secure internships and employment opportunities for students and to assure program courses are relevant with current business practices and technology.

### REQUIRED COURSES

OAD 135	Intro to Office Administration	Credits: 3(Lec: 3)
ENG 111	Composition I *	Credits: 3(Lec: 3)
	or	
ENG 111P	Composition I Plus *	Credits: 4(Lec: 4)
IST 131	Computer Concepts and Apps	Credits: 3(Lec: 3)
OAD 100	Beginning Keyboarding	Credits: 2(Lec: 2)
OAD 101	Document Formatting	Credits: 3(Lec: 3)
IST 132	Data Mgmt Using Excel & Access	Credits: 3(Lec: 3)
IST 124	Internet Research Basics	Credits: 1(Lec: 1)
OAD 270	Presentation Mgmt-Power Point	Credits: 3(Lec: 3)
OAD 102	Word Processing Apps-Word	Credits: 3(Lec: 3)
OAD 110	Bus & Profession Communication	Credits: 3(Lec: 3)
OAD 140	Office Procedures	Credits: 3(Lec: 3)

\*Ohio Transfer Module Course

More information about the Ohio Transfer Module Course can be found at [www.ohiohighered.org/transfer/transfermodule](http://www.ohiohighered.org/transfer/transfermodule)

**OWENS.EDU**

#### Office of Admissions

Toledo-area Campus - (567) 661-7777

Findlay-area Campus - (567) 429-3509

#### School of Business, Information and Public Service

(567) 661-7280

[business@owens.edu](mailto:business@owens.edu)



**OWENS**  
COMMUNITY COLLEGE