

**OFFICE ADMINISTRATION--Word Processing  
TECHNICAL CERTIFICATE  
University of Arkansas – Fort Smith**

2003/2004 Catalog  
Program Plan Worksheet

Assessment scores (ACT or COMPASS) are required of all first-time entering students without previous college work. Scores are used to determine skill readiness to be successful in college-level work. College Preparatory courses may not transfer or apply to graduation requirements. All college preparatory work should be completed within the first 30 hours.

READ 0503 0513	ENGL 0153 0163	MATH 0093 0233 1203 or equivalents
----------------	----------------	---------------------------------------

IDS 1203 is required of first-time full-time students.

**CERTIFICATE REQUIREMENTS**

Course	Pre or Co Requisites	Hrs	
ENGL 1203 Freshman English I	Pre placement or ENGL 0163	3	
OFAD 1203 Beginning Keyboarding		3	
OFAD 1343 Office Administration Management		3	
BUGE 1403 Integrated PC Applications		3	
OFAD 1223 Intermediate Keyboarding	Pre OFAD 1203 or placement score	3	
OFAD 1353 Word Processing Operations I	Pre BUGE 1403 or consent Pre or Co OFAD 1223 or consent	3	
OFAD 2151 Records Management		1	
OFAD 2822 Electronic Calculators		2	
OFAD 2863 Office Communications	Pre ENGL 1203 and OFAD 1203	3	
BUGE 1204 Business Math	Pre placement or MATH 0233	4	
OFAD 2343 Word Processing Operations II	Pre OFAD 1353 or consent	3	
OFAD 2413 Machine Transcription	Pre OFAD 1353	3	

**Total Hours 34**

Technical courses are not intended to transfer to a 4-year institution, although some of the individual courses may be transferable. Hours in most certificate programs are acceptable toward the associate of applied science degree (check the catalog).