MINOR IN OFFICE SYSTEMS ADMINISTRATION
CODE: 249M

The Minor in Office Systems Administration is designed to offer students the opportunity to acquire additional knowledge and skills that will allow them to perform administrative support tasks in different offices.

Requirements for the Minor in Office Administration - 18 - 19 credits

Courses for the Minor in Office Administration

OMSY 1101	Information Processing I	4
OMSY 1102	Information Processing II	4
OMSY 2040	Electronic Spreadsheets	3
OMSY 2060	Administration of Documents and Databases	4
OMSY 2233	Information Processing in Offices of Legal Affairs	4
	Or	
OMSY 2240	Information Processing in Offices of Health Services	3