

**BERMUDA COLLEGE
DIVISION OF BUSINESS AND HOSPITALITY ADMINISTRATION**

CERTIFICATE FOR OFFICE ASSISTANTS—OFAST

NAME: _____ **ID No:** _____

Bermuda College records indicate that you have completed (GRADE), are taking (SEM/YEAR) the following requirements to graduate. Courses in brackets are required prerequisites.

<u>SEMESTER I</u>	<u>GRADE</u>	<u>SEM/YEAR</u>	<u>SEMESTER II</u>	<u>GRADE</u>	<u>SEM/YEAR</u>
OFA 1011 3 Word Processing I			OFA 1012 3 Word processing II (OFA 1011)		
CIS 1120 3 Intro. to Business Applications of Computers.			MAT 1034 3 Business Mathematics (MAT 0010)		
ENG 1044 3 Communications for Industry I (ENG 0002 or CPT scores)			ENG 1045 3 Communications for Industry II (ENG 0044)		
ACC 1041 3 Practical Accounting Procedures I			MGN 1040 2 Comm. & Presentation Skills* (Basic Computer Skills)		
OFA 1025 3 Office Technology Procedures I			OFA 1026 3 Office Technology Procedures II (OFA 1025)		
CSC 1100 2 Strategies for Success 1			OFA 1035 1 Speed Development in Keyboarding		
1			OFA 1090 3 Office Work Placement** (Prerequisites: CSC 1100 or CSC 1102, CIS 1120, OFA 1011, OFA 1025. Corequisites: (OFA 1040, ACC 1041)		

* 7-week courses starting at the beginning of semester

** 7-week course starting after mid-semester

CONDITIONS: