

CERTIFICATE IN

OFFICE MANAGEMENT

(23 hrs. min.)

CIP: 52.0401

This program provides general office management skills in supervision, accounting, communications, computer technology and general business office procedures. Students may choose to concentrate in Dental, Medical, Law or General Office Management.

CORE REQUIREMENTS: (12 HRS.)

ACCT 111	Office Accounting (3)
BSAD 112	Business Math (3)
BSAD 235	Human Relations in the Workplace (3)
ENGL 119	Professional Communication (3)

DENTAL OFFICE MANAGEMENT CONCENTRATION: (14.25 HRS.)

DAST 133	Practice Management (2)
DAST 193	Dental Assisting Practicum I (2)
EMSI 151L	Basic Life Support – CPR (.25)
HLCR 113	Medical Terminology (3)
OFTC 111	Business Software Essentials I (4)
OFTC 221	Office Information Management (3)

GENERAL OFFICE MANAGEMENT CONCENTRATION: (11 HRS.)

CITC 111	Computers and Technology (4)
OFTC 111	Business Software Essentials I (4)
OFTC 221	Office Information Management (3)

LEGAL OFFICE MANAGEMENT CONCENTRATION: (11 HRS.)

OFTC 111	Business Software Essentials I (4)
PLST 111	Introduction to Law (4)
PLST 112	Introduction to the Paralegal Profession (3)

MEDICAL OFFICE MANAGEMENT CONCENTRATION: (11.25 HRS.)

BIOL 136	Non-Majors Anatomy and Physiology (3)
BIOL 136L	Non-Majors Anatomy and Physiology Lab (1)
CITC 111	Computers and Technology (4)
[or]	
OFTC 111	Business Software Essentials I (4)
EMSI 151L	Basic Life Support – CPR (.25)
HLCR 113	Medical Terminology (3)

Note: See “College Success Course Requirement” on Page 8.

TOTAL 23 CREDITS MIN.