



Office Technology Management Certificate

Program: Office Administration

Program Code:

OM

Academic Area:

Business and Experiential Education

Type:

Certificate of Achievement

CIP Code:

52.0407

Program Statement

This certificate combines traditional office administration skills with the business and computer skills needed to manage an office. Students gain basic office skills and build upon that knowledge with additional computer and management courses.

Program Information

- Students who have taken courses at other institutions may receive transfer credit. All transfer credit requests for office administration related courses (OFC and MAA) must be approved by the Department Chair.
- Some courses in this program also apply to the Associate in Science in Office Administration - Executive Administrative Assistant and the Associate in Science in Office Administration - Medical Administrative Assistant.
- When selecting courses for this program, it's essential to choose those that align with your career goals and provide a well-rounded foundation in administrative skills. Students are encouraged to follow the recommended course sequences and speak with an Advisor or the Department Chair about course selection.
- Review the requirements carefully and note which courses are mandatory for graduation.
- Students must type 30 wpm and have working knowledge of Microsoft Office software.

Program Requirements

Course #	Title	Credits
ACC 114	Introduction to QuickBooks Pro	1
BUS 111	Business and Financial Mathematics	3
OFC 117	Introduction to Computers and Software Applications	3
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 268	Media and Technology Tools	4
PRM 101	Foundations of Project Management	3
	MAN 101 or OFC 266	3
	Office Technology Elective	2-3



Recommended Course Sequence - Semester 1

Course #	Title	Credits
ACC 114	Introduction to QuickBooks Pro	1
OFC 117	Introduction to Computers and Software Applications	3
OFC 262	Desktop Publishing Projects and Web Design	3
PRM 101	Foundations of Project Management	3

Recommended Course Sequence - Semester 2

Course #	Title	Credits
BUS 111	Business and Financial Mathematics	3
OFC 268	Media and Technology Tools	4
	MAN 101 or OFC 266	3
	Office Technology Elective	2-3
	Total credits:	26-27

Category Descriptions

MAN 101 or OFC 266

Credits: 3

Choose one of the following:

Course #	Title	Credits
MAN 101	Principles of Management	3
OFC 266	Administrative Office Management	3

Office Technology Elective

Credits: 2-3

Choose one of the following:

Course #	Title	Credits
	BUS Course	3
INT 110	Internship Experience	2
MAR 101	Principles of Marketing	3
	PRM Course	3