

# OFFICE MANAGEMENT (0435)

## COLLEGE CREDIT CERTIFICATE

This program prepares students to be receptionists, information clerks, information processing agents, software application specialists, and office system specialists. This program prepares individuals to assist management by expediting and facilitating the maintenance and production of correspondence, records and planning. In addition, the program provides supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Office Administration - Office Management.

**For additional information, call (386) 312-4183.**

### CERTIFICATE SPECIFIC COURSES:

	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business .....	3
	CGS	1560	Microcomputer Operating Systems .....	3
	GEB	1011	Introduction to Business.....	3
	OST	1355	Electronic Records Management .....	3
	OST	1764	Microsoft Word for Windows .....	3
	OST	2335	Business Communications.....	3
+	OST	2773	Advanced Word.....	3
+	OST	2850	Microsoft Office Professional.....	3

REQUIRED TOTAL CREDIT HOURS .....27

+Prerequisite course required. See course description in catalog.