

# OFFICE PROFESSIONAL CERTIFICATE PROGRAMS

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## Administrative Assistant

Individuals who are already in the workforce or who need to gain workplace skills may want to consider the Administrative Assistant certificate. This certificate focuses more narrowly on job training and can be completed in two semesters. Hours earned on this certificate may later be applied toward an Associate of Applied Science degree. **Tech-Prep program.**

<b>Semester I</b>		<b>Hours</b>
ACNT 1403	Introduction to Accounting I	4
<b>BCIS 1305</b>	<b>Business Computer Applications OR</b>	<b>3</b>
<b>COSC 1301</b>	<b>Microcomputer Applications</b>	
POFT 1301	Business English	3
POFT 1421	Business Math	4
POFT 2401	Intermediate Keyboarding+	<u>4</u>
	<b>Total</b>	<b>18</b>
<b>Semester II</b>		
ACNT 1404	Introduction to Accounting II	4
POFI 1449	Spreadsheets	4
POFI 2401*	Word Processing++	4
POFT 1319	Records and Information Management I	3
Elective	BMGT, <b>BUSI</b> , <b>COSC</b> , IT--, IM--, <u>OR</u> PO--	<u>3</u>
	<b>Total</b>	<b>18</b>
<b>TOTAL HOURS</b>		<b>36</b>

## Medical Office Management

Students who want to work in a medical office should consider the Medical Office Management certificate. This certificate focuses more narrowly on job training and can be completed in two semesters. Hours earned on this certificate may later be applied toward an Associate of Applied Science degree. **Tech-Prep program.**

<b>Semester I</b>		
ACNT 1403	Introduction to Accounting I	4
HITT 1305	Medical Terminology I	3
HITT 1341	Coding and Classification Systems	3
POFT 1301	Business English	3
POFT 2401	Intermediate Keyboarding+	<u>4</u>
	<b>Total</b>	<b>17</b>
<b>Semester II</b>		
HITT 1253	Legal and Ethical Aspects of Health Information	2
HITT 1303	Medical Terminology II	3
HITT 1311*	Computers in Health Care	3
HITT 1342	Ambulatory Coding	3
POFI 2401	Word Processing <u>OR</u> ++	4
ITSW 1401	Introduction to Word Processing	<u>4</u>
	<b>Total</b>	<b>15</b>
<b>TOTAL HOURS</b>		<b>32</b>

+ Prerequisite: POFT 1429 or approval of instructor

++ Prerequisite: POFT 1429, POFT 2401 or approval of instructor

\* Capstone Learning Experience