

OFFICE MANAGEMENT, COLLEGE CREDIT CERTIFICATE

5. Perform office management activities
 - *Core Ability Supported: Work Cooperatively*

Program Code: OMCC

Meta-Major: BUSN

Location(s): Online

Delivery Method(s): Online

Previous Degree Required: HS Diploma

Eligible for Financial Aid: Yes

Additional Limited Access Application Process Required: No

Program Testing Requirements:

Classification of Instructional Programs (CIP) Code: 52.0204

Florida Department of Education CIP Code: 0552020401

This certificate is part of the [Office Administration A.S.](#) degree program.

This certificate program is comprised of selected courses offered as a part of the [Office Administration Program](#).

It is designed to provide the student with the fundamentals in computer applications, mathematics, and business communications that will be valuable to the student working in an office environment. The program is also designed to assist in training or retraining of existing employees that are changing roles or positions. [Visit the program page for more details and how to apply.](#)

Certificate Requirements

Code	Title	Credit Hours
Major Courses		
CGS 2100	Microcomputer Applications	3
OST 1100	Keyboarding 1	3
OST 1324	Business Math and Office Accounting	3
OST 1384	Customer Service	3
OST 1581	Professional Development in the Work Environment	3
OST 2335	Business Communications	3
OST 2355	Records Management and Filing	3
OST 2402	Administrative Office Procedures	3
Electives		
OST 1212	Shorthand	3
or OST 1791	Digital Information Management	
Total Credit Hours		27

Learning Outcomes: Office Management, College Credit Certificate

1. Perform keyboarding and document processing
 - *Core Ability Supported: Process Information*
2. Demonstrate customer service skills.
 - *Core Ability Supported: Model Ethical and Civic Responsibility*
3. Perform oral and written communication activities
 - *Core Ability Supported: Communicate Effectively*
4. Perform records management activities
 - *Core Ability Supported: Process Information*