

OFFICE MANAGEMENT (CCC)

Previous Degree Required: HS Diploma

Eligible for Financial Aid: Yes

Delivery Method(s): Online

Location(s): Online

Limited Access: No

Program Testing Requirements: Not Required

Academic Community: BUSN

Program Code: OMCC

Classification of Instructional Programs (CIP) Code: 52.0204

Florida Department of Education CIP Code: 0552020401

This certificate is part of the A.S. Office Management degree.

This certificate 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.

Refer to the [College Credit Certificate](#) overview page to find information about admission, graduation, general education and other requirements.

Visit the [program page](#) for more details and how to apply.

Program of Study

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 1797	Social Media for Business	3
OST 2335	Business Communications	3
OST 2355	Records Management and Filing	3
OST 2402	Administrative Office Procedures	3
Total Hours:		27

Course Sequence

Below is the recommended sequence for taking courses in this degree. Using this guide and meeting with your assigned advisor each term is the key to successful program completion.

Please note that course prerequisites, including required developmental math, reading, or writing, need to be completed to continue on to the more advanced course. Click on the course number to see the requirements.

Code	Title	Credit Hours
OST 1100	Keyboarding 1	3
OST 1384	Customer Service	3
CGS 2100	Microcomputer Applications	3
OST 2335	Business Communications	3

OST 1581	Professional Development in the Work Environment	3
OST 1324	Business Math and Office Accounting ^{Sp}	3
OST 2402	Administrative Office Procedures ^{Sp}	3
OST 2355	Records Management and Filing ^{Fa}	3
OST 1797	Social Media for Business	3
Total Hours:		27

- If no term is designated, course is offered every term

FaCourse is offered in fall term

SpCourse is offered in spring term

* Course scheduling may be subject to change

Learning Outcomes

1. Perform oral and written communication activities
 - *Core Ability Supported: Communicate Effectively*
2. Perform keyboarding and document processing
 - *Core Ability Supported: Process Information*
3. Demonstrate filing rules regarding proper names
 - *Core Ability Supported: Process Information*
4. Perform office management activities
 - *Core Ability Supported: Work Cooperatively*
5. Implement strategies for promoting a positive service culture
 - *Core Ability Supported: Model Ethical and Civic Responsibility*