

Certificate Programs in Administrative Assistant, Medical Office Manager, and Legal Administrative Assistant

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| First Semester | Credits |
| OT 102..... Intermediate Computer Keyboard and Document Formatting | 3 |
| OT 103..... Introduction to Computer Software Packages | 3 |
| OT 104 Office Systems and Procedures | 3 |
| OT 202..... Transcription | 3 |
| Elective..... Humanities | 3 |
| Subtotal | 15 |

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| Second Semester | Credits |
| Elective..... Behavioral/Social Sciences | 3 |
| OT 201..... Advanced Computer Keyboarding and Document Formatting | 3 |
| ENG 110..... Expository Writing | 3 |

Select one Option from the following:

Medical Office Manager (6 credits)

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| OT 204..... Medical Terminology/Transcription | 3 |
| OT 206..... Medical Billing and Insurance | 3 |

Legal Administrative Assistant (6 credits)

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|---|---|
| OT 205..... Legal Terminology/Transcription | 3 |
| LEG 101 Introduction to Legal System | 3 |

Administrative Assistant (6 credits)

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| OT 208 Professional Office Management | 3 |
| BUS 240 Entrepreneurship | 3 |

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| Subtotal | 15 |
| Total for Certificate | 30 |