

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

First Semester Credits

OT 102.....	Intermediate Computer Keyboard and Document Formatting	3.0
OT 103.....	Introduction to Computer Software Packages.....	3.0
OT 104	Office Systems and Procedures.....	3.0
OT 202.....	Transcription	3.0
Elective.....	Humanities	3.0
Subtotal		15.0

Second Semester Credits

Elective.....	Behavioral/Social Sciences.....	3.0
OT 201.....	Advanced Computer Keyboarding and Document Formatting	3.0
ENG 110.....	Expository Writing	3.0

Select one Option from the following:

Medical Office Manager (6 credits)

OT 204.....	Medical Terminology/Transcription	3.0
OT 206.....	Medical Billing and Insurance	3.0

Legal Administrative Assistant (6 credits)

OT 205.....	Legal Terminology/Transcription	3.0
LEG 101	Introduction to Legal System.....	3.0

Administrative Assistant (6 credits)

OT 208	Professional Office Management	3.0
BUS 240	Entrepreneurship	3.0

Subtotal 15.0

Total for Certificate..... 30.0