

ADMINISTRATIVE OFFICE TECHNOLOGY

BUSINESS TECHNOLOGY

Short-Term Certificate

LENGTH: Two Semesters

PURPOSE: This is a training certificate program designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in administrative office technology.

BUS 215.....	Business Communications.....	3
OAD 101.....	Beginning Keyboarding.....	3
OAD 103.....	Intermediate Keyboarding.....	3
OAD 125.....	Word Processing.....	3
OAD 135 or OAD 137.....	Financial Record Keeping or Computerized Financial Record Keeping.....	3
OAD 138.....	Records and Information Management.....	3
OAD 218.....	Office Procedures.....	3
OAD 243 or CIS 113.....	Spreadsheet Applications or Spreadsheet Software Applications.....	3

Total Hours 24 SH

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

*Short-term certificate not eligible for federal aid.

ADMINISTRATIVE MEDICAL OFFICE TECHNOLOGY

BUSINESS TECHNOLOGY

Short-Term Certificate

LENGTH: Two Semesters

PURPOSE: This is a training certificate program designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in administrative medical office technology.

BUS 215.....	Business Communications.....	3
OAD 103.....	Intermediate Keyboarding.....	3
OAD 135 or OAD 137.....	Financial Record Keeping or Computerized Financial Record Keeping.....	3
OAD 211.....	Medical Terminology.....	3
OAD 212.....	Medical Transcription.....	3
OAD 214.....	Medical Office Procedures.....	3
OAD 215.....	Health Information Management.....	3
OAD 216.....	Advanced Health Information Management.....	3

Total Hours 24 SH

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

*Short-term certificate not eligible for federal aid.