



32 Credit Hour Certificate – Office Technology

Name: _____ ID#: _____ Date: _____

The MACC Office Technology program options are designed to provide the student with the knowledge and skills necessary to begin a career as an administrative office professional. With the education and hands-on experience obtained in this program, successful graduates are prepared to work in positions such as legal administrative assistant, executive administrative assistant, medical receptionist, medical office assistant, receptionist, secretary, data entry clerk, as well as many other office support positions.

Taken	Course	Required Courses	Hours
	BUS108	^Word Processing Concepts Using Microsoft Word – Fall Only	3
	BUS125	^Customer Service – Spring Only	3
	BUS140	Personal Information Management Using Microsoft Outlook – Spring Only	1
	BUS151	Records Management – Spring Only	3
	BUS165	Presentation Skills Using Microsoft PowerPoint – Fall Only	3
	BUS261	Spreadsheet Applications Using Microsoft Excel – Fall Only	3
		Directed Electives (See Below)	16
			32
Directed Electives (16 credit hours needed)			
	ACC101	Accounting I	3
	ACC102	^Accounting II	3
	ACC110	Personal Finance	3
	ACC214	^Computerized Accounting Applications Using QuickBooks – Spring Only	3
	ACC218	^Payroll Accounting – Spring Only	3
	BUS100	Introduction to Business	3
	BUS112	Principles of Management	3
	BUS113	Human Resource Management	3
	BUS120	Business Law	3
	BUS150	^Business Communication	3
	BUS152 <u>or</u> MTH140 <u>or</u> MTH142 <u>or</u> MTH160	^Business Math – Spring Only <u>or</u> ^College Algebra <u>or</u> ^Quantitative Reasoning <u>or</u> ^Elementary Statistics	3
	BUS265	Business Information Systems – Spring Only	3
	BUS295 <u>or</u> SKL250	^Business Administration Internship <u>or</u> ^Employment Seminar	1-2
	HSC171	Medical Terminology	3
	ITC145	Web Design I	3
	MKT105	Principles of Marketing	3
	SKL101	College Orientation	1
Minimum Required Hours for Certificate			32

*Certificate is granted upon successful completion of all required courses plus directed elective courses totaling a minimum of 32 credit hours.

^Please refer to the course descriptions for pre/co-requisite and placement information. You can only register for these courses if you have met the prerequisite, placed into the course and/or enroll in the co-requisite course(s).