

# *CERTIFICATE REQUIREMENTS*

[www.cvtc.edu](http://www.cvtc.edu) – 1-800-547-2882

## *Office Management Technical Certificate*

*This certificate is designed to enhance administrative assistant skills to the level of office manager. It includes coursework in human resources, accounting, and business management. These classes will go beyond technical skills and focus on the soft skills that are so important in today's work environment.*

Course Number	Course Title	Hrs./ Week	Credits	Prerequisite(s)/Comments
102-111	Human Resources, Intro	3	3	
101-105	Accounting, Intro to	3	3	
102-112	Principles of Management	3	3	
	<b>Total Credits</b>		<b>9 cr.</b>	

**TOTAL CREDITS REQUIRED = 9**