

Office Information Management Certificate

■ What Is Office Information Management?

Office information management is the study of specific software and the business skills needed to process and store business data in an office environment. It includes producing letters, memos and reports as well as providing a basic foundation in the use of spreadsheets and database management.

■ Success Factors

You should be will organized, have excellent communication skills and be able to able to coordinate several activities at once. You should also be analytical, detail-oriented, and flexible. You should be comfortable sitting at a desk for long periods.

■ Career Possibilities

With an office information management certificate, you can pursue the following employment opportunities:

- office assistant
- office manager
- administrative coordinator
- office supervisor
- database coordinator

■ Program Requirements

This is a career-specific program designed to give you basic office skills, including familiarity with the computer software you need in most offices today. It will take you 1 year of full-time work to complete.

CORE COURSES	Cr. Hrs.
Spreadsheets I	3
Database Management I	3
Introduction to Information Processing	3
Effective Public Speaking	3
Applied Business Math	3
Document Formatting.....	3
Business Writing Skills.....	3
Customer Service.....	3
Word Processing I, II	6
Presentation Skills	3
Software Application Integration	3
Business Communications.....	3
Office Management	3
Office Telecommunications	3
TOTAL.....	45



■ Advantages & Special Opportunities

The Clermont campus is on 92 wooded acres located in Batavia, Ohio, in the heart of Clermont County. We are relatively small and our faculty to student ratio is low. You will find our small class size and personal interaction with your instructors create the ideal learning environment. Parking is convenient and at no additional charge. Plus, our tuition is the lowest of the UC colleges.

■ Admissions

UC Clermont College is an open admissions campus. If you have your high school diploma, GED, or its equivalent, we will admit you. We accept applications all year long and you may start any quarter. We recommend that you apply at least 4 weeks prior to your desired attendance.

■ For More Information, Contact:

Enrollment & Student Services
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