

**OFFICE MANAGEMENT TECHNOLOGY**

**ELECTRONIC RECORDS MANAGEMENT (ERM)**

**11 CREDIT CAREER CERTIFICATE**

The Electronic Records Management certificate is designed to provide students with basic knowledge and skills to manage electronic content. Students will learn how to maintain records manually and electronically. They will also learn general office skills to add value to their qualifications for work in various settings.

<b>REQUIRED COURSES</b>		<b>CREDIT HOURS</b>
OMT	102	Keyboarding and Document Formatting..... 2
OMT	125*	Records Management ..... 3
OMT	127*	Electronic Recordkeeping ..... 3
OMT	140	Office Orientation ..... 3
		Overall Total 11

\*Students are urged to take courses in the sequence as listed above. The courses marked with an \* are only offered in the semester listed.

**OFFICE MANAGEMENT TECHNOLOGY**

**MEDICAL OFFICE SUPPORT (MOS)**

**12 CREDIT CAREER CERTIFICATE**

This curriculum provides students with the knowledge and skills necessary for an entry-level position as a nonclinical medical office worker. Students will learn various office procedures, including scheduling appointments, registering patients, coding, maintaining medical records, and more.

<b>REQUIRED COURSES</b>		<b>CREDIT HOURS</b>
OMT	127*	Electronic Recordkeeping..... 3
OMT	140	Office Orientation..... 3
OMT	215	Medical Office Practices ..... 3
HIT	103	Coding and Classification Systems ..... 3
		Overall Total 12

\*Students are urged to take courses in the sequence as listed above. The courses marked with an \* are only offered in the semester listed.

**NOTE:**

Students can complete this certificate in either the fall or spring semester.