



Information Management Certificate Program



Curriculum

This one year certificate program is designed to give the student a full understanding and knowledge of Microsoft Office, including Introduction to Computers and Advanced Computers. The students will be prepared to take MOS Certification exam for each program application. In addition, each student will receive instruction in Business Communications, Human Resource Management, and Introduction to Management, Math of Finance, Accounting 1 & 2, Quickbooks and Customer Service Skills.

Upon successful completion of this comprehensive program, the student will have skills to obtain a position in a variety of office settings such as: Executive assistant, Administrative assistant, and Project Coordinator or Research analyst.

Tuition

- \$21,420.00
- 1125 Hours
- 48 Weeks

Schedule

- Monday-Thursday 9am-2:30pm
(Schedule is subject to change)

Text

- Microsoft Office Introductory-Shelly Cashman Series
- Microsoft Office Intermediate-Shelly Cashman Series
- College Accounting Chapters 1-15-Heintz Parry
- College Accounting Study Guide and Working Papers Chapters 1-15 Heintz Parry
- Essentials of Business Communication 10E-Guffey & Loewy
- Customer Service Skills for Success-Lucas
- Practical Business Math Procedures 11E-Slater* Wittry
- HR4 Human Resources-Denisi & Griffin
- Principles of Management (MGMT 10)

Course Schedule

- Weeks 1-20: Introductory & advanced Computer Applications
- Weeks 21-26: Math of Finance
- Weeks 27-33: College Accounting & Quickbooks
- Weeks 34-36: Business Communications
- Weeks 37-40 Introduction to Management
- Weeks 41-43 Human Resource Management
- Weeks 44-46 Customer Service Skills
- Weeks 47-48 Workplace Readiness (Resume Prep, Interview Skills & Job