



MIAMI  
HAMILTON &  
MIDDLETOWN

Miami University  
Business Technology  
Hamilton (513) 785-7706  
Middletown (513) 727-3271  
www.muohio.edu/bte

## CERTIFICATE IN SMALL OFFICE MANAGEMENT

Designed to prepare you for an entry-level position such as office coordinator or assistant office manager. All the courses required for this certificate may be applied toward the Office Management associate degree. **This certificate requires 30 credits.**

*Please note this is a guideline only; your DARS is the official program record*

BTE 101 Introduction to Accounting I (3)  
BTE 111 Introduction to Management (3)  
BTE 181 Computers and Business (3)  
BTE 203 Computerized Accounting (3)  
BTE 281 Business Communication Software (3)

Select **TWO** from the following:

BTE 102 Introduction to Accounting II (3)  
BTE 103 Introduction to Finance (3)  
BTE 105 Introduction to Marketing (3)  
BTE 106 Introduction to Business and the Economy (3)  
BTE 108 Introduction to Business Law (3)

Select **ONE** from the following:

BTE 112 Human Resources Management (3)  
BTE 128 Office Management (3)  
BTE 207 Management Planning & Control (3)  
BTE 227 Records and Information Management and Control (3)  
BTE 241 Management Business Operations (3)  
BTE 242 Small Business Management (3)  
BTE 243 Management Worker Relations (3)

Select **TWO** from the following:

BTE 121 Keyboarding (3)  
BTE 282 Computer-Based Business Analysis (3)  
BTE 283 Desktop Publishing (3)  
BTE 284 Technology for Knowledge Workers (3)  
BTE 285 Business Information Management (3)  
BTE 286 Business and the Internet (3)

**BTE courses do not satisfy any Bachelor degree in business course requirements and a maximum of 12 credit hours of BTE may be applied.**

*Program and course content are subject to change. This listing was current at the time of its printing and is intended for general informational purposes only. **It should not be relied on to represent your specific requirements.** Generally, you are bound by program requirements that existed at the time you first started at Miami University unless you elect to meet newer requirements. The Degree Audit Report System (DARS) produces an individualized report, which indicates your progress in meeting your specific program requirements. You may obtain a copy from the Records Office or from BannerWeb.*

**Please be sure to consult an adviser in the Business Technology Department regularly, and before starting your program.**

(Revised March 14, 2008)