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## CERTIFICATE IN SMALL OFFICE MANAGEMENT

This is designed to prepare an individual 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*

### **Core Program Requirements:**

- BTE 101 Introduction to Accounting (3)
- BTE 105 Introduction to Marketing (3)
- BTE 106 Introduction to Business & the Economy (3)
- BTE 108 Introduction to Business Law (3)
- BTE 111 Introduction to Management (3)
- BTE 181 Computers & Business (3)

### **Specialized Courses:**

- BTE 281 Business Communication Software (3)
- Choose **ONE** of the following courses:
  - BTE 113 Management & Supervisory Skills (3)
  - BTE 241 Management Business Operations (3)
  - BTE 242 Management of Small Business Operations (3)
  - BTE 243 Management Worker Relations (3)
- Choose **TWO** of the following courses:
  - BTE 282 Computer-Based Business Analysis (3)
  - BTE 284 Technology for Knowledge Workers (3)
  - BTE 285 Business Information Management (3)
  - BTE 286 Business & 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.**