

Certificate/Diploma in General Office Management



A certificate is the lowest level of all degree types, and is most commonly achieved as a means of career preparation. Certificates are often granted for very concentrated areas of study.

Certification programs in office management teach participants business writing, time management, effective planning, filing, computer skills and communication skills. Throughout this program, working professionals learn how to use the telephone effectively, become confident and effective leaders, conduct interviews with potential employees and manage time and planning. Topics are separated into four modules: interpersonal skills, management skills, computing skills and applications development. Together, they provide an overview of management skills and business communications.