

OFFICE SUPPORT SPECIALIST, CERTIFICATE OF PROFICIENCY

The Certificate of Proficiency in Office Support Specialist gives students the opportunity to earn a certificate while completing coursework toward a higher degree. Courses completed in the Certificate of Proficiency will apply toward the completion of both a Technical Certificate and an Associate of Applied Science degree in Business Technology. It will provide students with a basic understanding of communication, office administration, technology, and information management.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Code	Title	Hours
BST 1013	Word Processing	3
BST 1033	Administrative Support Procedures	3
BST 1043	Professional Communication	3
BST 1053	Spreadsheets	3
BST 1303	Introduction to Computers	3
Total Hours		15

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

Learning Outcomes

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