OFFICE SUPPORT SPECIALIST, CERTIFICATE OF PROFICIENCY

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.