

BUSINESS TECHNOLOGY PROGRAM

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.

| Course Number and Name | Credits |
|--|-----------|
| 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.