

# 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	3
BST 1033	3
BST 1043	3
BST 1053	3
BST 1303	3
<b>Total Hours</b>	<b>15</b>

*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.*