


# 2015-2016 CP-OSS – Certificate of Proficiency in Office Support Specialist (15 hours)

Last Name	First Name	Student T#	Date
SGASTDN: _____ SHADIPL _____	Requirements met? Yes No	TC Term _____	Degree GPA
Green Transcript: Yes No	Sub/Waive form? Yes No	Grad date _____	Honors (Circle applicable) CUM MAGNA SUMMA
SHATCMT _____  Green Course	Total earned hours _____	AAS Term _____	
		Grad date _____	

	Course#	Title	Offered	Grade	Term	Sub Course #	Sub Inst
<b>Certificate of Proficiency Requirements</b>	BST 1303	Introduction to Computers					
	BST 1013	Word Processing I					
	BST 1033	Administrative Support Procedures					
	BST 1043	Professional Communication					
	BST 1053	Spreadsheets					

<b>OFFICE USE ONLY</b>
Requested By: _____
Date: _____
Revised, July 2013