

OFFICE SPECIALIST (0455)

COLLEGE CREDIT CERTIFICATE

This program prepares students for employment in general business positions such as administrative assistant, form processor, general office assistant, office clerk, proofreader, data entry operator, and receptionist. This program is also designed to provide supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Office Management.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business	3
	GEB	1011	Introduction to Business.....	3
	OST	1764	Microsoft Word for Windows.....	3
	OST	2335	Business Communications.....	3
+	OST	2773	Advanced Word.....	3

REQUIRED TOTAL CREDIT HOURS 18

+Prerequisite course required. See course descriptions in catalog.