

# OFFICE SUPPORT (0465)

## COLLEGE CREDIT CERTIFICATE

This program prepares students for employment in general business entry level positions such as assistant office manager, office assistant, information clerk, receptionist, staff assistant, and support clerk. 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
GEB	1011	Introduction to Business.....	3
OST	1764	Microsoft Word for Windows.....	3
OST	2335	Business Communications.....	3
REQUIRED TOTAL CREDIT HOURS .....			12

+Prerequisite course required. See course description in catalog.