

# OFFICE SPECIALIST, COLLEGE CREDIT CERTIFICATE

**Program Code:** OSCC

**Meta-Major:** BUSN

**Location(s):** Online

**Delivery Method(s):** Online

**Previous Degree Required:** HS Diploma

**Eligible for Financial Aid:** Yes

**Additional Limited Access Application Process Required:** No

**Program Testing Requirements:**

**Classification of Instructional Programs (CIP) Code:** 52.0407

**Florida Department of Education CIP Code:** 0552040704

This certificate is part of the [Office Administration A.S.](#) degree program.

This certificate program is comprised of selected courses offered as part of the [Office Administration program](#).

It is designed to provide the student with the fundamentals in computer applications, mathematics, and business communications that will be valuable to the student planning to work in an office environment. The program is also designed to assist in training or retraining of existing employees that are changing roles or positions. [Visit the program page for more details and how to apply.](#)

## Certificate Requirements

Code	Title	Credit Hours
<b>Major Courses</b>		
CGS 2100	Microcomputer Applications	3
OST 1100	Keyboarding 1	3
OST 1324	Business Math and Office Accounting	3
OST 1384	Customer Service	3
OST 1581	Professional Development in the Work Environment	3
OST 2335	Business Communications	3
<b>Total Credit Hours</b>		<b>18</b>

## Learning Outcomes: Office Specialist, College Credit Certificate

- Perform keyboarding and document processing
  - Core Ability Supported: Process Information*
- Demonstrate customer service skills.
  - Core Ability Supported: Model Ethical and Civic Responsibility*
- Perform oral and written communication activities
  - Core Ability Supported: Communicate Effectively*
- Perform records management activities
  - Core Ability Supported: Process Information*
- Perform office management activities
  - Core Ability Supported: Work Cooperatively*
- Demonstrate proficiency in a variety of mathematical operations relevant to business using scientific and quantitative reasoning
  - Supports Core Ability: Think Critically and Solve Problems*