

COLLEGE CREDIT CERTIFICATE - OFFICE SPECIALIST

Previous Degree Required: HS Diploma

Eligible for Financial Aid: Yes

Delivery Method(s): Online

Location(s): Online

Additional Limited Access Application Process Required: No

Program Testing Requirements: Not Required

Academic Community: BUSN

Program Code: OSCC

Classification of Instructional Programs (CIP) Code: 52.0407

Florida Department of Education CIP Code: 0552040704

This certificate is part of the A.S. Office Management degree.

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.

Refer to the [College Credit Certificate](#) overview page to find information about admission, graduation, general education and other requirements.

Visit the [program page](#) for more information.

Certificate Requirements

Code	Title	Credit Hours
Major Courses		
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
Total Credit Hours		18

Learning Outcomes

1. Perform keyboarding and document processing
 - *Core Ability Supported: Process Information*
2. Demonstrate customer service skills.
 - *Core Ability Supported: Model Ethical and Civic Responsibility*
3. Perform oral and written communication activities
 - *Core Ability Supported: Communicate Effectively*