



Office Specialist Certificate

2018–2019

DESCRIPTION:

With its strong focus on Microsoft® Office skills, the Office Specialist Certificate provides students with a competitive edge in today's professional work environments. The mastery of Microsoft® Access, Excel, PowerPoint, and Word are emphasized throughout the degree with opportunities for completion of the Microsoft® Office Specialist Certifications. This affordable certificate can be completed in as little as one semester with a total of six courses; online options are available for all courses. For more information, see csc.edu/academics/departments/business-office-administration.

ADMISSION REQUIREMENTS:

Admission is non-competitive and non-selective.

ONGOING REQUIREMENTS:

Students must maintain minimum overall GPA required by the College.

OPPORTUNITIES FOR GRADUATES:

Career:

Professional certifications and specializations are becoming increasingly important as business continues to become more global. Research by the U.S. Department of Labor and International Association of Administrative Professionals (IAAP) reports many employers seek candidates with professional designations such as Microsoft® Certified. Career opportunities include IT Specialist and IT Professional.

Transfer:

All credits can be applied to both the BOA Administrative Assistant and Medical Administrative Degrees.

CERTIFICATE REQUIREMENTS (OFFICE SPECIALIST CERTIFICATE):

FIRST SEMESTER

Course	Term	Credits	Milestones/Progress Check
BOA 1101 Word I *	AU/SP/SU	2	
BOA 1102 Excel I *	AU/SP/SU	2	
BOA 1103 PowerPoint (includes Microsoft® PowerPoint Certification Exam)	AU/SP/SU	2	
Semester Credits		6	

SECOND SEMESTER

Course	Term	Credits	Milestones/Progress Check
BOA 1172 Excel II**	AU/SP/SU	2	
BOA 1191 Word II**	AU/SP/SU	2	
BOA 1104 Access	AU/SP/SU	2	
Semester Credits		6	
Total		12	

* Prerequisite courses

** Includes Microsoft® Excel, Word, and Access Certification Exams

*AU: Autumn Semester/SP: Spring Semester/SU: Summer Semester
Requirements subject to change.*