

Basic Office Skills Certificate C25360A

The Basic Office Skills certificate gives students the basic skills necessary for general office support in entry-level employment in today's modern office. Students will gain basic skills in keyboarding, computer applications, document formatting, document editing, records management, and interpersonal relations.

Graduates should qualify for employment in entry-level positions in business, government, and industry.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Office Systems Technology.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
CIS 111	Basic PC Literacy ¹	1	2	0	2
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 164	Text Editing Applications ²	3	0	0	3
OST 184	Records Management	1	2	0	2
OST 286	Professional Development	3	0	0	3
<i>Totals:</i>		11	8	0	15
Certificate Total					15

¹CIS 110 Introduction to Computers may be substituted.

²Students need to take the English placement exam before taking this course.