

This program prepares students to be receptionists, information clerks, information processing agents, software application specialists, and office system specialists. This program prepares individuals to assist management by expediting and facilitating the maintenance and production of correspondence, records and planning. In addition, the program provides 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 Administration - Office Management.

If you need additional information after seeing an advisor, please send an email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

	CGS	1100	Microcomputer Applications Software.....	3
	CGS	1515	Spreadsheet Concepts for Business.....	3
	CGS	1581	Microsoft Word for Windows.....	3
	GEB	1011	Introduction to Business.....	3
+	GEB	2214	Business Communications.....	3
	OST	1145	Keyboarding.....	3
	OST	1355	Electronic Records Management.....	3
	OST	1581	Professional Development in the Work Environment.....	3
+	OST	2850	Microsoft Office Professional.....	3

REQUIRED TOTAL CREDIT HOURS **27**

+Prerequisite course required. See course description in catalog.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/geprograms.html.

