

Office Administration
OFFICE SPECIALIST Certificate

Florida CIP: 0552040704 SF Program Code: 6577

2018 - 2019

Business Programs

Sample Sequencing for Students:

Term 1 (Fall)	Term 2 (Spring)
OST2711 Word Processing/Keyboarding 1 (3)	OST2712 Word Processing/Keyboarding 2 (3)
CGS1101 Microsoft Office Applications (3)	OST2792 Internet for Office Professionals (3)
OST2335C Business English (3)	OST2853 Spreadsheet /Database (3)
Total hours 9	Total hours 9

Total SF Semester Hours = 18

The Office Specialist certificate is an 18 credit hour program in office operations and procedures. Positions available to program graduates might include word processor, clerk, and general office worker, among others. All courses in this certificate program apply towards the AS degree in Office Administration. The sample sequence should be followed closely by students; some adjustments may need to be made due to reduced summer offerings or other circumstances. Contact a Business Advisor via douglas.robertson@sfcollege.edu.

The College Placement Test (PERT) is NOT required for this program, but is required for other certificates and degrees.