

Basic Office Skills Concentration (BOSC)

Certificate in Professional Studies (CERT_ADOT)

This program is available full time or part time, days or evenings.

The Basic Office Skills concentration provides students with immediate job training for entry-level office positions. Such positions include office assistant, word processing typist, receptionist and data entry clerk. Students who successfully complete the program have a background in word processing, accounting and file management.

Since this program consists of the first-semester course requirements for Professional Studies degree programs, all credits earned in this certificate are fully transferable to these degree programs or other department certificates. In addition, credits earned in this certificate program may be applied to the elective credit portion of the General Studies and Liberal Arts degree programs.

Note: General Studies and Liberal Arts students can use the elective credits portion of their degree programs to earn a certificate in Basic Office Skills (20 credits) and/or Office Administration (36 credits) as well as other department certificates. Many courses require prerequisites, corequisites and/or testing. [See course descriptions for details.](#)

RECOMMENDED COURSE SEQUENCE

- First semester: [OFTD 1105](#), [1160](#), [1120](#), [1250](#)
- Second semester: [OFTD 1220](#), [1370](#)
- Third semester: [OFTD 1130](#), [1140](#); [1180](#)

Certificate Requirements

COURSE NO.	COURSE TITLE	COURSE NOTES	CREDITS
OFTD 1105	Essential Note Taking Skills		1
OFTD 1120	Microcomputer Keyboarding	OR Challenge Exam	3
OFTD 1160	Basic Keyboarding Mastery		2
OFTD 1220	Microsoft Office Applications I		4
OFTD 1250	Office Accounting		2
OFTD 1370	Business File Management		2
OFTD 1130	Editing Skills for Office Communications I		2
OFTD 1140	Office Technology & Procedures I		3
OFTD 1180	Speech Recognition Software Applications I		1
Total Certificate Requirements Credits			20
Total Program Credits			20