

OFFICE SERVICES CERTIFICATE

Students completing this certificate program will obtain a focused educational experience for office support personnel. Career opportunities include clerical workers, transcriptionists, and secretaries. Full-time students could feasibly complete the certificate program in one year.

LEARNING OUTCOMES

Upon completion of the Office Services Certificate, students will be able to:

1. Use proper procedures to create documents that are suitable for professional purposes and personal use.
2. Employ communication methods effectively to connect with varying audiences.
3. Demonstrate administrative skills to enhance the effective operation of the workplace.
4. Exhibit professional and ethical conduct in personal and professional relationships according to office protocol.

General Education Requirements	Credits
College Success Elective (<i>Choose LS103 or LS133</i>)	2
EN102 College Composition I	3
Subtotal	5
Anishinaabe Awareness Requirement	Credits
Anishinaabe Awareness (<i>Choose from AS101 or OS110</i>)	4
Subtotal	4
Certificate Requirements	Credits
BS110 Introduction to Business	3
BS145 Business Communication	3
BS149 Business Administrative Procedures	4
IS110 Principles of Information Systems	4
IS130 Digital Collaboration & Productivity Tools	3
IS203 Advanced Word	2
IS204 Advanced Spreadsheets	2
Subtotal	21
Total Credits Required	30