



South Central College
Program Design

CERT 2256/3293 Administrative Office Specialist - Business Software

Program Information

Instructional Level Certificate

Career Cluster Business Management and Administration

Description

The Administrative Office Specialist Business Software Certificate allows learners to upgrade their technology and software skills. Learners will learn the Microsoft Office applications including Word, Excel, and PowerPoint.

Program Admission Dates (Fall and/or Spring)

Fall and Spring

Program Location (North Mankato and/or Faribault)

Both

Program Student Learning Outcomes

- 1 Input data with speed and accuracy at industry standard
- 2 Apply knowledge of application software
- 3 Input data with accuracy

Program Configurations

Fall 2018

Credits

Technical Course 14

Total Credits 14

Fall Semester

Course #	Course Title	Credits	Function
OTEC 1840	Microsoft PowerPoint	3	Technical Course
OTEC 1860	Microsoft Word	4	Technical Course

Spring Semester

Course #	Course Title	Credits	Function
OTEC 1822	Microsoft Excel	4	Technical Course
OTEC 2810	Computer Technology	3	Technical Course

Program Course List

Number	Title	Credits	Pre/Corequisites
OTEC 1822	Microsoft Excel	4	None
OTEC 1840	Microsoft PowerPoint	3	None
OTEC 1860	Microsoft Word	4	None
OTEC 2810	Computer Technology	3	None