

## Business Technology Administrative Office Professional Office Support Specialist Career Pathway Certificate

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### Less-Than-One-Year Certificate of Completion

The Office Support Specialist Career Pathway Certificate allows students to gain the knowledge, attitudes, and office skills needed for employment in entry-level administrative assistant/office support specialist roles. Students completing this certificate gain a competitive advantage when applying for positions in a wide variety of settings including small businesses, schools, and government agencies.

For students who plan to continue their education, credits earned transfer to the Administrative Office Professional Certificate and the Administrative Office Professional Associate of Applied Science degree. This alignment allows students to build on program completion while pursuing additional educational goals.

### Program Learning Outcomes

Upon successful completion of the certificate, students will be able to:

- Use business software applications to create a variety of business documents.
- Apply critical thinking and technology skills to solve a business problem.
- Use software to set up and manage meetings, events, and complete travel arrangements.
- Design effective presentations.
- Receive, interpret and follow both written and verbal instructions in a simulated office environment.
- Use communication, teamwork, and interpersonal skills for internal and external customer support.

### Program Recommendations

It is recommended that students complete MTH 020 or place into MTH 070.

## Program Requirements

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Number of credit hours necessary for completion: 17

### Required Courses

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#### Technical Core

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- [CAS 122 - Keyboarding for Speed & Accuracy](#) *3.00 credits*
- [CAS 170 - Spreadsheets](#) *3.00 credits*
- [CAS 216 - Word Processing](#) *3.00 credits*
- [CAS 245 - Office Systems & Procedures](#) *3.00 credits*
- [CAS 245L - Office Systems & Procedures Lab](#) *1.00 credits*

#### Communications

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## Information Systems

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- [CAS 133 - Intro to Computing Skills](#) **3.00 credits**
  - [CAS 133L - Intro to Computing Skills Lab](#) **1.00 credit**
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# **KLAMATH COMMUNITY COLLEGE**

## **Business Technology Administrative Office Support Specialist Career Pathway Certificate**

### **Fall Term 2021**

#### **On Campus Courses**

CGS100.03	College Survival & Success	M, W, F	1:00 - 1:50
CAS133.02	Intro to Computing Skills Lecture	M, W	2:00 - 3:20
CAS133L.02	Intro to Computing Skills Lab ( <u>Pre-requisite</u> for CAS170)	T, R	2:00 – 3:20
CAS121.01	Beginning Keyboarding	M, W	11:00 – 12:50

#### **Online Courses**

CGS100.01DE	College Survival & Success
CAS133.01DE	Intro to Computing Skills Lecture
CAS133L.01DE	Intro to Computing Skills Lab ( <u>Prerequisite</u> for CAS170)
CAS170.01DE	Spreadsheets ( <u>Prerequisite</u> CAS133)



# **KLAMATH COMMUNITY COLLEGE**

## **Business Technology Administrative Office Support Specialist Career Pathway Certificate**

**Winter Term 2022**

### **Online Courses**

- CAS133.01DE Intro to Computing Skills  
CAS133L.01DE Intro to Computing Skills Lab  
(Recommended: prior to taking CAS216- Successful completion of CAS133, and 25 wpm keyboarding proficiency)
- CAS170.01DE Spreadsheets  
(Recommended: Successful completion of MTH020 **or** higher)  
(Prerequisite: CAS133)  
(This course is recommended for CAS245/L)



# **KLAMATH COMMUNITY COLLEGE**

## **Business Technology Administrative Office Support Specialist Career Pathway Certificate**

**Spring Term 2022**

### **Online Courses**

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|-------------|---|
| CAS216.01DE | Word Processing<br>(Recommended: Successful completion of CAS133,<br><b>and</b> 25 wpm keyboarding proficiency) |
| CAS122.01DE | Keyboarding for Speed & Accuracy  |