



20000 68th Ave W
Lynnwood, WA 98036-5999
www.edcc.edu

Business Information Technology Basic Office Skills Certificate Program Requirements 2011-2012

Student Name _____
Student ID _____

Program Description The Basic Office Skills Certificate is an accelerated program designed for graduates seeking entry-level employment in general office support positions. Curriculum includes technology and communication outcomes to meet the minimum skills standards needed by general office support personnel in a variety of industries. Job titles for entry-level office support positions may include receptionist, office assistant, and general office clerk.

Degree Outcomes Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog at the bottom of each degree or certificate. To find specific outcomes, click on the degree or certificate from the program list in the online catalog at <http://catalog.edcc.edu>.

Common Course Numbering Changes Please refer to www.edcc.edu/ccn for more information.

Credit/Grade Requirements This Certificate requires successful completion of a minimum of **38** credits as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must be earned at Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level classes.

Graduation Requirements To receive the Basic Office Skills Certificate, the student must demonstrate a keyboarding speed of at least 25 gross words per minute with five or fewer errors on a five-minute timed test.

Students are advised to

- Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year
- Review the college catalog for required course prerequisites and include these in schedule planning
- Communicate with a faculty adviser

Graduation Application A completed Graduation Application form must be submitted to Enrollment Services by the 10th day of the quarter in which the student expects to graduate. Forms are available at Enrollment Services located in Lynnwood Hall, or online at www.edcc.edu/credentials/.

Advisers

The advisers for this program are

Gisela Dicklin	gdicklin@edcc.edu	425-640-1504
Kim Haines	kim.haines@edcc.edu	425-640-1293
Jackie Kulbel	jkulbel@edcc.edu	425-640-1051
Teri Odegard	todegard@edcc.edu	425-640-1634
Kathie Richer	kricher@edcc.edu	425-640-1242

College Resources

Department Website	http://bstec.edcc.edu
Home Page	http://www.edcc.edu
How to Enroll	http://getstarted.edcc.edu
Transfer Center	http://transfer.edcc.edu
Advising Appointments	425-640-1458
College Bookstore	http://bookstore.edcc.edu

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Course	Qtr	Credit	Grade
Technology Skills (19 credits minimum)			
<i>Required Courses</i>			
BSTEC 109 Word Processing (Word)	_____	5	_____
BSTEC 130 Computer Fundamentals OR	_____	_____	_____
CIS 100 Introduction to Business Computing	_____	5	_____
<i>To complete 19 credits</i>			
BSTEC 224 Spreadsheet (Excel)	_____	5	_____
BSTEC 100 Computer Keyboarding	_____	4	_____
BSTEC 102/103 Document Processing I & II	_____	1-4	_____
BSTEC 129 PC Basics	_____	3	_____
BSTEC 200 Keyboarding Skill Building	_____	3	_____
Communication Skills (8 credits)			
BSTEC 107 Business English	_____	5	_____
MGMT 122 Customer Relations Management	_____	3	_____
Computation/Quantitative Skills (4 credits minimum)			
ACCT 101 Accounting Fundamentals OR	_____	5	_____
BSTEC 120 Ten-Key Applications	_____	4	_____
Career Management Skills * (7 credits minimum)			
BSTEC 294 Career Management **	_____	3	_____
BUS 290 Professional Development Seminar	_____	1	_____
BUS 291 Business Internship	_____	3-12	_____
Electives (consult your adviser)			
_____	_____	3	_____
_____	_____	3	_____

Explanatory Notes

- * These courses should be taken within the last two quarters of your program
- ** This course should be taken prior to BUS 290/291

Five-minute keyboarding speed/errors (minimum 25/5)

Student Score _____ Instructor's Signature _____ Date _____

Adviser's Signature	Date	Dean's Signature	Date