BlueRidge COMMUNITY COLLEGE

Career Pathways
Office Administration Program

Credit for Prior Learning

High School

CCP
High school students can enroll in the certificate/ program through Career and College Promise (CCP) and take college classes for free!

Microsoft Office Specialist Credentials achieved in high school:

Excel Associate = CTS 130

MOS Access Expert Certification = DBA 110

MOS PowerPoint = CTS 125

Word Associate = OST 136

Word Expert = OST 236

Adult Education & Literacy
English Language Support, Digital Skills, High School Equivalency

Credential

Credentials

Upon successful completion of Blue Ridge courses and Microsoft Office Specialist assessments below:

CTS 130 = Excel Associate

DBA 110 = MOS Access Expert Certification

CTS 125 = MOS PowerPoint

OST 136 = Word Associate

OST 236 = Word Expert

OST 153 = Intuit Quickbooks

Available for high school CCP students and college students

Certificate

Basic Office Certificate

CTS 130, OST 136, OST 134, OST 164, OST 286

16 Credit Hours

Office Specialist Certificate

OST 136, OST 236, CTS 130, DBA 110, CTS 125

16 Credit Hours

Legal Office Certificate

BUS 115, CIS 110,| CJC 132, LEX 270, OST 136, OST 155

17 Credit Hours

Available for high school CCP students and college students

Careers:
Clerical Specialist, Customer Service Representative, Data Specialist, Program Support, Receptionist, Records

Diploma

General Office Diploma

See program schedule for classes.

41 Credit Hours

Careers:
Administrative Assistant, Data Research Professional, Data Analyst, Front Office Secretary, General Office Clerk, Secretary, Staff Assistant

Associate Degree

Office Administration

See program schedule for classes.

65 Credit Hours

Careers:
Accounting Coordinator, Corporate Secretary, Credentialing Coordinator, Executive Secretary, Executive Administrative, Global Executive Effectiveness Coordinator, Legal Secretary, Marketing Manager, Virtual Executive Assistant

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Learn more about **Career & College Promise** pathways and salary information