



## Office Skills Training Program Certificate

**Program:** Office Administration

**Program Code:**

OK

**Academic Area:**

Business and Experiential Education

**Type:**

Certificate of Achievement

**Campus:**

Fall River

**CIP Code:**

52.0299

### Program Goals Statement

The Office Skills Training program provides students with useful and relevant job training for entry-level office positions. Such positions include office assistant, word processing typist, receptionist, and any position requiring Microsoft Office skills. The program focuses on computer applications and job readiness. Upon successful completion, students are prepared to take the Microsoft Certified Application Specialist exams (MCAS) offered by Microsoft.

### Program Information

- This program focuses on computer applications and job readiness.
- Transfer credits for any course in the Office Administration Department must be approved by the Office Administration Department Chairperson.
- In addition to the requirements of this program, it is recommended that students enroll in CED 210 - Cooperative Work Experience after completion of the OFC courses listed in the program. Students may gain valuable work experience by enrolling in CED 210 which places students in office positions related to their academic program.

### Related Programs

All courses may be applied to an Associate in Science in General Studies, Business and Entrepreneurial Studies.

### Program Requirements



<b>Course #</b>	<b>Title</b>	<b>Credits</b>
ACC 114	Introduction to QuickBooks Pro	1
OFC 113	Introduction to Microsoft Word	4
OFC 120	Text Editing	3
OFC 131	Microsoft Office Excel Specialist	3
OFC 132	Microsoft Office PowerPoint Specialist	3
OFC 134	Microsoft Office Outlook Specialist	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
OFC 294	Office Administration Colloquium	3

## Recommended Course Sequence - Semester 1

<b>Course #</b>	<b>Title</b>	<b>Credits</b>
ACC 114	Introduction to QuickBooks Pro	1
OFC 113	Introduction to Microsoft Word	4
OFC 120	Text Editing	3
OFC 131	Microsoft Office Excel Specialist	3
OFC 132	Microsoft Office PowerPoint Specialist	3

## Recommended Course Sequence - Semester 2

<b>Course #</b>	<b>Title</b>	<b>Credits</b>
OFC 134	Microsoft Office Outlook Specialist	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
OFC 294	Office Administration Colloquium	3
<b>Total credits:</b>		<b>29</b>