



## Office Support Certificate

**Program:** Office Administration

**Program Code:**

OS

**Academic Area:**

Business and Experiential Education

**Type:**

Certificate of Achievement

**Campus:**

Fall River

**CIP Code:**

52.0499

## Program Goals Statement

This certificate prepares students for entry-level positions in corporate offices, educational, medical, and legal facilities, and government agencies. Credits can be transferred into other related certificates and degree programs.

## Program Information

- This program is designed for those who need to enter the job market as soon as possible.
- Distance Learning courses are available for students who enjoy the convenience of working from home.
- Transfer credits for any course in the Office Administration Department must be approved by the Office Administration Department Chairperson.
- OFC 102 may be waived through previous course work or a demonstrated keyboarding speed of 20 wpm based on a three-minute timing administered by the Office Administration Department Chair.

## Recommendations

- 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.
- Take any developmental courses needed prior to enrolling in ENG 101.

## 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 117	Introduction to Computers and Software Applications	3
OFC 120	Text Editing	3
OFC 150	Speech Recognition	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
OFC 266	Administrative Office Management	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 117	Introduction to Computers and Software Applications	3
OFC 120	Text Editing	3
OFC 255	Executive Office Procedures	3

## Recommended Course Sequence - Semester 2

<b>Course #</b>	<b>Title</b>	<b>Credits</b>
OFC 150	Speech Recognition	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 266	Administrative Office Management	3
OFC 294	Office Administration Colloquium	3
<b>Total credits:</b>		<b>29</b>