



Office Support Certificate

Program: Office Administration

Program Code:

OS

Academic Area:

Business and Experiential Education

Type:

Certificate of Achievement

CIP Code:

52.0499

Program Statement

This certificate prepares students for entry-level positions in corporate offices, educational, medical, and legal facilities, and government agencies.

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 studying from home.
- Students who have taken courses at other institutions may receive transfer credit. All transfer credit requests for office administration related courses (OFC and MAA) must be approved by the Department Chair.
- Some courses in this program may apply to other related certificates and degree programs offered by the Office Administration Department.
- When selecting courses for this program, it's essential to choose those that align with your career goals and provide a well-rounded foundation in administrative skills. Students are encouraged to follow the recommended course sequences and speak with an Advisor or the Department Chair about course selection.
- Review the requirements carefully and note which courses are mandatory for graduation.
- Students must type 30 wpm and have working knowledge of Microsoft Office software.

Program Requirements

Course #	Title	Credits
ACC 114	Introduction to QuickBooks Pro	1
OFC 113	Introduction to Microsoft Word	3
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

Course #	Title	Credits
ACC 114	Introduction to QuickBooks Pro	1
OFC 113	Introduction to Microsoft Word	3
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

Course #	Title	Credits
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
Total credits:		28