

ADMINISTRATIVE ASSISTANT AND MEETING/EVENT PLANNING, CERTIFICATE

The **Administrative Assistant and Meeting/Event Planning certificate** prepares the student for an administrative support position with a focus on meeting and event planning. This certificate requires a total of 46 credit hours in the courses listed below.

For more information about Office Technology Information, please visit the program page (<http://www.cod.edu/ofti/>).

Certificate Requirements

Field of Study Code: OFTI.CER.MEET

Code	Title	Credits
Program Requirements		
OFTI 1105	Speed Development Keyboarding	3
OFTI 1110	Document Formatting	3
OFTI 1130	Business Correspondence	3
OFTI 1200	MS Office for Professional Staff	3
OFTI 1203	E-Mail and Electronic Communication	3
OFTI 1210	Word Processing I	3
OFTI 1215	Advanced Word Processing/ Desktop Publishing	3
OFTI 1250	Electronic Presentations for Business Professionals	3
OFTI 2500	Professional Office Capstone	3
OFTI 2600	Professional Development	3
HOSP 2253	Meeting and Event Management I	3
HOSP 2254	Meeting & Event Management II	3
HOSP 2280	Hospitality Marketing Management	3
Program Electives		
Select seven credits in the Hospitality and Tourism program ¹		7
Total Credits		46

¹ In addition to the courses listed above.

This page lists programs related to one another.

- Administrative Assistant and Meeting/Event Planning, A.A.S. (<https://catalog.cod.edu/programs-study/office-technology-information/administrative-assistant-meeting-event-planning-aas/>)
- Administrative Support Essentials, Certificate (<https://catalog.cod.edu/programs-study/office-technology-information/administrative-support-essentials-certificate/>)
- Administrative Support Specialist, A.A.S. (<https://catalog.cod.edu/programs-study/office-technology-information/administrative-support-specialist-aas/>)
- Administrative Support Specialist, Certificate (<https://catalog.cod.edu/programs-study/office-technology-information/administrative-support-specialist-certificate/>)
- Executive Assistant, A.A.S. (<https://catalog.cod.edu/programs-study/office-technology-information/executive-assistant-aas/>)

- Medical Office, Certificate (<https://catalog.cod.edu/programs-study/office-technology-information/medical-office-certificate/>)
- Office Technology Specialist, Certificate (<https://catalog.cod.edu/programs-study/office-technology-information/office-technology-specialist-certificate/>)
- Word Specialist, Certificate (<https://catalog.cod.edu/programs-study/office-technology-information/word-specialist-certificate/>)