ADMINISTRATIVE SUPPORT ESSENTIALS, CERTIFICATE

The **Administrative Support Essentials certificate** provides additional opportunity for administrative professionals and progresses into the Administrative Support Specialist certificate and degree. This certificate requires 30 credits 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.ESSEN

Code	Title	Credits
OFTI 1100	Keyboarding and Document Fundamentals	3
or OFTI 1105	Speed Development Keyboarding	
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 2600	Professional Development	3
CIS 1221	Data Analysis with Spreadsheets	3
Total Credits		**30**