

ADMINISTRATIVE SUPPORT AND MEETING/EVENT PLANNING, CERTIFICATE

The Administrative Support and Meeting/Event Planning certificate prepares the student for an administrative support position with a focus on meeting and event planning.

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.ADSUP

Code	Title	Credits
Program Requirements		
OFTI 1100	Keyboarding and Document Fundamentals	3
OFTI 1130	Business Correspondence	3
OFTI 1200	Microsoft 365 for Business Professionals	3
OFTI 1201	Advanced Microsoft 365	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		8
Select five credits in the Hospitality and Tourism program ¹		
Select three credits in Office Technology (OFTI) or Computer Information Science (CIS) ^{1, 2, 3}		
Total Credits		47

¹ In addition to the courses listed above.

² Contact the OFTI Chair for current OFTI electives.

³ If selecting CIS, CIS 1221 is highly recommended.