ADMINISTRATIVE SUPPORT SPECIALIST, CERTIFICATE

The **Administrative Support Specialist certificate** requires 46 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.SUPRT

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 1300	Virtual Office Assistant	3
OFTI 2500	Professional Office Capstone	3
OFTI 2600	Professional Development	3
ACCOU 2140	Financial Accounting	4
BUSIN 1100	Introduction to Business	3
CIS 1221	Data Analysis with Spreadsheets	3
MANAG 2210	Principles of Management	3
Total Credits		**46**