

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 of study 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	Adv Word Processing/Desktop Publishing	3
OFTI 1250	Electr Presentatn-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

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 Assistant and Meeting/Event Planning, Certificate (<https://catalog.cod.edu/programs-study/office-technology-information/administrative-assistant-meeting-event-planning-certificate/>)
- 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/>)
- 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/>)