Office Support Certificate (OFC) – Business and Administration Pathway

Certificate • Career & Technical Education and Business Division

Recommended Course Selection Sequence		Required	Credits	Course Offered	CPL Option	Completion
OFT101	Keyboarding and Word Processing	Ⓡ	3	Fall only	X	☐
OFT114	Business Communications	Ⓡ	3			☐
OFT212	Administrative Office Procedures	Ⓡ	3	Fall only	X	☐
OFT226	Database and Calendar Management	Ⓡ	3	Fall only	X	☐
OFT102	Advanced Keyboarding and Word Processing	Ⓡ	3	Spring only	X	☐
OFT209	Information Transcription	Ⓡ	3	Spring only		☐
OFT222	Spreadsheets and Presentation Graphics	Ⓡ	3	Spring only	X	☐
Liberal Arts Elective		Ⓡ	3		X	☐
PRO100	Introduction to the Professional Portfolio	Ⓡ	1			☐
Total Program Credits:			**25**			

Liberal Arts Elective: Students who are not computer literate are encouraged to select CPS100.

OFT101: Students who touch type 35 wpm or more and have knowledge of Microsoft Word 2010 may waive OFT101 and register for OFT102. The credits for OFT101 may be fulfilled with a 3-credit open elective.

OFT114: A minimum grade of C- is required to graduate from this program and to meet OFT prerequisites

Program Notes
- Open admissions
- Stackable credential
- Day program

Campus Information
- Lynn campus based

Additional Graduation Requirements
- Mathematics proficiency to graduate
- Cumulative CLGPA at or above 2.0
- Submit your intent to graduate form at: **www.northshore.edu/registrar**

Advising Notes
- This certificate is designed upon completion to prepare a student for entry level employment as an office support professional.
- For students interested in continuing their education in the administrative assistant pathway, courses in this certificate count towards the Executive, Legal or Medical Administrative Assistant Degree.
- Courses are listed in the recommended order you should take them.
- Many courses have prerequisite requirements that must be fulfilled to be eligible to enroll in the course.
- Taking classes in the winter intersession and summer can accelerate your time to degree completion.
- All student degree audits for graduation purposes will be based off the official program of study the student is enrolled in.

Ⓡ Required course for degree

X Center for Alternative Studies & Educational Testing (CAS) – Course competencies and prerequisites may be fulfilled through Credit for Prior Learning (CPL). **Visit www.northshore.edu/cas** for more information.

Congratulations NSCC Graduate!