



NSCC Guided Pathway

NONCREDIT PROGRAM

2018-19

Front Office Essentials (XOE) – Business and Administration Pathway Certificate of Completion • Corporate and Professional Education Division

Course Number	Course Title	Course Offered	CPL into this Program	CPL into Credit Program
INF101	Introduction to the Computer		X	
BAA130	Business Communication and Interoffice Skills			
BAA131	Business Writing			
INF110	Microsoft Word: Level 1		X	
INF120	Microsoft Excel: Level 1		X	X
INF140	Microsoft Outlook: Level 1		X	
INF104	File Management Proficiency			
INF106	CyberSafe			
BAA201	How to Manage Conflict in the Organization		X	
BAA201	Take Control - Time Management		X	

Program Notes

- ITA eligible
- WTFP eligible
- Day or evening program

Campus Information

- Danvers and Lynn campuses

Additional Requirements

- High school diploma or equivalent is recommended.

Advising Notes

- Courses are listed in the recommended order they should be taken.
- This program is intended upon completion to prepare a student for entry level employment as an office support professional.
- If you have interest in continuing your education in the administrative assistant field, speak with a business and administration pathway advisor to learn about additional educational opportunities at NSCC.
- This program is designed upon completion to be eligible to use credit for prior learning from this program to save time and money on the Executive Administrative Assistant Degree.
- Contact CAS for more information on course equivalences and next steps you need to take to begin the next program. www.northshore.edu/cas/credit/alternative_studies.html

How to Register

Students must pay in full for each course at the time registration.

Ways to Register

- By Phone** – Call (978) 236-1200 with Visa, MasterCard, or Discover card number between 9:00 - 5:00 Monday through Friday
- Online** – If you have taken any course at NSCC within the last two years, you can register and pay through CAMPUS PIPELINE
- By Mail** – Send a completed registration form along with payment to: North Shore Community College, Enrollment & Records Office, 1 Ferncroft Road, Danvers, MA 01923
- By Fax** – Fax a completed registration form with Visa, MasterCard, or Discover card number to (978) 762-4015
- In Person** – Visit the Lynn or Danvers Enrollment Center with your completed registration form along with payment: Visa, MasterCard, Discover card, check, or money order

LABOR MARKET OUTLOOK* masscis.intocareers.org

Median Level Wages:	\$35,590 - \$47,430	
10 Year Projected Growth:	United States:	2.6%
	Massachusetts:	1.2%
	Metro North:	-0.4%

*Data from Massachusetts Career Information Systems



**Congratulations on
Completing the Program!**

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.