

Fall 2020

This document is an initiative of



## College Credit Certificate Pathway

## Academic Pathway

## #6240 Office Management

## Suggested Pathway to Graduation

Shown here is an **example** of a full time Academic Pathway to fulfill your certificate requirements. This is the recommended sequence of courses whether a full time or part time schedule. Consult with your advisor to develop a personalized schedule to complete your course requirements. If you change your goals or program, you will need to develop a new pathway with your advisor.

Offered	Taken	Category	Order	Course #	Course Title	Credits	Options	StartSmart Activity
					Fall			
FA, SP, SU		PC	1	OST1100	Introduction to Word	3	N	SS1-Meet personally with first year advisor
FA, SP, SU		PC	2	CGS1100	Microcomputer Applications	3	N	Set up schedule for personalized Pathway
FA, SP, SU		PC	3	ENC1101	Freshman Composition Skills I	3	Ν	SS2-Contact made with first year advisor
FA, SP		E	4	PLA1003	Introduction to Paralegal (or intro course associated with major)	3	Y	SS3-Meet personally with first year advisor
FA, SP, SU		PC	5	MGF1106	Liberal Arts Mathematics	3	Y	Join college activity
								Pre Grad Check
					Spring			
FA, SP, SU		PC	6	OST2335	Business Communications	3	N	SS4-Contact made with first year advisor
SP, SU		PC	7	OST1110	Intermediate Word	3	N	SS5-Meet personally with first year advisor
FA, SP, SU		E	8	OST1384	Customer Service	3	Υ	Consider continuing with an AS Degree in Office Administration or another AS or AA degree program
FA, SP, SU		PC	9	ACG2021	Financial Accounting	3	N	GRADUATE

Inquire about scholarships and prereq loans.

Category Legend		
S = State	CI = Civics Initiative	This recommended plan is not a binding agreement of any kind between the College of
I = Institution	CC = Computer Competence	Central Florida and the student, but merely represents a potential curriculum which may
FL = Foreign Language	E = Pathway Elective	be altered as appropriate to meet the student's academic objectives. Course availability
** = Gordon Rule	+ = Prerequisite(s) required	is subject to change and all courses are not available every semester. Students should
# = C or Better required	A = Certificate courses embedded	inquire each semester with their Advisor before registering to determine current
		requirements and possible changes to the suggested curriculum.

This Plan - This academic pathway is designed to help you earn a College Credit Certificate. The courses within the pathway satisfy the program requirements in your chosen field.

Academic Advising - You can find your assigned advisor and schedule an appointment with them through the link on your MyCF page. You will develop a personalized schedule to meet your goals and complete your course requirements.

College Credit Certificate - A credit certificate is a program of study of less than sixty credits of college-level technical courses that prepares students with the opportunity for immediate employment in a specific occupational field. It generally does not require the completion of general education courses.

College of Central Florids offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, gender, pregnancy, age, martial status, national origin, genetic information or disability status in its employment practices or in the admission and teatment of students. Recorpting that sexual harassement constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct. The following person has been designated to handle inquiries regarding the nondiscrimination prices. Equity Officer, Ocala Campus, Evens Century Center, Room 201C, 3001 S.W. College Road, 352-854-2022, ett. 1407, or anti-florid-additional section and teatment the college will not tolerate such conduct. The following person has been designated to handle inquiries regarding the nondiscrimination prices. Equity Officer, Ocala Campus, Evens Century Center, Room 201C, 3001 S.W. College Road, 352-854-2022, ett. 1407, or anti-florid-addition prices.