



Fall 2019

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 First Year Success Specialist and refer to your degree audit regarding your specific requirements. If you change your goals or program, you will need to develop a new pathway.

Category	Order	Course #	Course Title	Credits
Fall				
PC	1	OST1100	Introduction to Word	3
I/CC	2	CGS1100	Microcomputer Applications	3
S	3	ENC1101	Freshman Composition Skills I	3
E	4	PLA1003	Introduction to the Paralegal Field	3
S	5	MGF1106	Liberal Arts Mathematics	3
Spring				
PC	6	ACG2021	Financial Accounting	3
PC	7	OST1110	Intermediate Word	3
E	8	OST1384	Customer Service	3
PC/I	9	OST2335	Business Communications	3

Category Legend

- S = State
- I = Institution
- PC = Program Core
- ** = Gordon Rule
- # = C or Better required
- CI = Civics Initiative
- CC = Computer Competence
- E = Pathway Elective
- + = Prerequisite(s) required
- ^ = Certificate courses embedded

This document is an initiative of



Inquire about scholarships and prereq loans.

Academic Advising - You can find your assigned advisor and schedule an appointment with them through the link on your MyCF page. All students will be assigned a first year success specialist upon entry to the College of Central Florida. StartSmart requires you to communicate with your first year success specialist five times during the first year. You will develop a personalized, suggested schedule to meet your goals and complete your course requirements. Once you have completed your first year (24 credits) you will be assigned a pathway advisor who will remain with you until graduation.

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.

This recommended plan is not a binding agreement of any kind between the College of Central Florida and the student, but merely represents a potential curriculum which may be altered as appropriate to meet the student's academic objectives. Course availability is subject to change and all courses are not available every semester. Students should inquire each semester with their First Year Success Specialist or Meta-Major Advisor before registering to determine current requirements and possible changes to the suggested curriculum.