

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	N	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	Y	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
I = Institution	CC = Computer Competence
FL = Foreign Language	E = Pathway Elective
** = Gordon Rule	+ = Prerequisite(s) required
# = C or Better required	^^ = Certificate courses embedded

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 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.