

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
Spring				
CC/I	1	OST1100	Introduction to Word	3
S	2	ENC1101	Freshman Composition Skills I	3
CC/I	3	CGS1100	Microcomputer Applications	3
S	4	MGF1106	Liberal Arts Mathematics	3
Fall				
E	5	MAN2021	Principles of Management	3
I	6	OST1110	Intermediate Word	3
E	7	OST1384	Customer Service	3
I	8	ACG2021	Financial Accounting	3
I	9	OST2335	Business Communication	3

Category Legend

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

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.

College of Central Florida 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, marital status, national origin, genetic information or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment 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 policies: Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smithc@cf.edu.