

Office Administration Concentration (OFAC)

Certificate in Professional Studies (CERT_ADOT)

Knight Campus, Warwick and Flanagan Campus, Lincoln

This program has been designed to train administrative office professionals in any of the areas of concentration listed under Professional Studies. The courses have been tailored to help students fill the various needs of the business community.

Certificate program credits may be applied toward an [Professional Studies](#) or [General Studies](#) degree.

Note: Many courses require prerequisites, corequisites and/or testing. [See course descriptions for details.](#)

RECOMMENDED COURSE SEQUENCE

- First semester: OFTD 1105, 1120, 1250
- Second semester: OFTD 1220, 1370
- Third semester: OFTD 1130, 1140, 1180
- Fourth semester: OFTD 1170, 1280
- Fifth semester: ENGL 1400; MATH 1005

General Education Requirements

COURSE NO.	COURSE TITLE	COURSE NOTES	CREDITS
OFTD 1105	Essential Note Taking Skills		1
OFTD 1120	Microcomputer Keyboarding		3
OFTD 1130	Editing Skills for Office Communications I		2
OFTD 1250	Office Accounting		2
OFTD 1370	Business File Management		2
OFTD 1140	Office Technology & Procedures I		3
OFTD 1170	Office Transcription I		2
OFTD 1180	Speech Recognition Software Applications I		1
OFTD 1220	Microsoft Office Applications I		4
OFTD 1280	Editing Skills for Office Communications II		3
ENGL 1400	Business Writing for Office Professionals		3
MATH 1005	Business Mathematics		3
Total General Education Requirements Credits			29
Total Program Credits			29