Front Office Support Specialist, Certificate of Completion

Lane Community College 2025-26

Default Academic Plan (DAP)

FALL – Year 1		WINTER – Year 1		SPRING – Year 1	
Computer Skills - *see list*	4	**Computer Skills** - *see list*	4	**Office Environments** - *see list*	3-4
Communication & Human Relations - *see list*	2-4	**Office Environments** - *see list*	3-4	**Communication & Human Relations** - *see list*	3-4
(meet with LCC advisor) =	6-8cr	=	7-8cr	*(apply for certificate)* =	6-8cr

Course Lists
- **Computer Skills** (2 courses): BT 120, BA 169Z[1], CIS 101, CS 120

- **Communication and Human Relations** (2 courses): BA 278, CG 100, 203, COMM 105, 130, 218Z, 219, 260, 296, ES 101, 102, 224, 244, 251, 254, 256, SLD 101, 103, 108, 111, 112, 113, 121

- **Office Environments** (2 courses): APR 101, BA 101Z, 169Z, BT 120, BT 181, COMM 130, ED 258, HP 100, HP 110, HS 201, any Co-op

= 19-24 credits

Notes:
[1] BA 169Z has a prerequisite of MTH 065 or higher

Students are expected to meet regularly with an academic advisor.
- See academic advisor for alternate plans.
- Career Pathways Advising: careerpathways@lanecc.edu
- Program Coordinator: Rosa Lopez; lopezr@lanecc.edu

In order to successfully graduate, students must:
- Earn a grade of a "C -" or better or Pass (P) in all courses
- Earn all credits required for the program
- Cumulative GPA must be at least 2.0

Catalog Info & Course Limitations
Front Office Support Website

f= fall / **w**= winter / **s**= spring / **su**= summer / **all** = all terms *[terms courses are projected to be offered]*
Course offerings and program requirements subject to change
lanecc.edu
Last updated: 4/4/2025