Office Assistant

2014-2015 Catalog

Award Granted Upon Completion: Certificate in Office Assistant

Credits/Contacts Required: **32/33**

Major code: 04/480

CIP Code: 520401

Program Description

This certificate will provide students with the basic technology and communications skills needed in entry-level office positions. All courses in this certificate may also be applied to the Office Systems/Administrative Assistant Associate degree.

General Education Requirements

None

Program Requirements – Min 32 credits *

		Cr
BUSN-195	Business Communications	3
CIS-101	Computer Concepts & Applications •	4
CIS-123	Microsoft PowerPoint	1
CIS-130	Spreadsheet Applications	3
OIS-108	Document Processing	2
OIS-117	Records Management	2
OIS-150	Word Processing Applications • +	4
OIS-191	Business English & Proofreading +	3
OIS-250	Adv Word Processing Applications	3
XXXX-xxx	Approved Electives **	7

Suggested Sequences Per Semester

		Cr / Ct
First Semester		
CIS-101	Computer Concepts & Applications •	4/4
OIS-108	Document Processing *	2/3
OIS-150	Word Processing Applications * • +	4/4
OIS-191	Business English & Proofreading +	3/3
XXXX-xxx	Approved Electives **	3/3
		16/17
Second Semester		
BUSN-195	Business Communications	3/3
CIS-123	Microsoft PowerPoint •	1/1
CIS-130	Spreadsheet Applications •	3/3
OIS-117	Records Management	2/2
OIS-250	Adv Word Processing App • +	3/3
XXXX-xxx	Approved Electives **	4/4
		16/16

* Keyboarding proficiency is necessary for the successful completion of this degree. Students may demonstrate keyboarding proficiency by successfully passing the keyboarding test available in the Student Computing Center. Students without prior keyboarding experience should enroll in OIS-090 Computer Keyboarding.

• These courses must be taken within five years of graduation to meet certificate requirements.

\+ These classes are prerequisites to other courses in the program. Failure to take them in the proper sequence may delay program completion.