

# Office Assistant

2017-2018 Catalog

Award Granted Upon Completion: Certificate in Office Assistant  
 Credits/Contacts Required: 32/33  
 Major code: 04/480

CIP Code: 520401

## 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

#### Requirements – Min 32 credits \*

		<u>Cr</u>
BUSN-195	Business Communications –OR-	
ENGL-145	Technical & Report Writing	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 App • +	3
OIS-260	Office Technology & Procedures	4
XXXX-xxx	Approved Electives **	3
<b>** Approved Electives (Choose a minimum of 3 cr.)</b>		
CIS-115	Using Microsoft Windows	3
CIS-125	Business Technology Tools	2
CIS-140	Database Applications	3
OIS-218	Machine Transcription	2
OIS-234	Desktop Publishing & Design	4
OIS-260	Office Technology & Procedures	4

### Suggested Sequences Per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
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
		<hr/>
		<b>16/17</b>
<b>Second Semester</b>		
BUSN-195	Business Communications –OR-	
ENGL-145	Technical & Report Writing	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
OIS-260	Office Technology & Procedures	4/4
		<hr/>
		<b>16/16</b>

\* Keyboarding proficiency is necessary for the successful completion of this degree. Students must complete keyboarding competency test or enroll in OIS-090, Beginning 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.

# Bay De Noc Community College

## Undergraduate certificate in Office Assistant

Program Length: 12 months

### Students graduating on time

6% of Title IV students complete the program within 12 months<sup>1</sup>

### Program Costs\*

\$4,986 for in-state tuition and fees

\$13,104 for out-of-state tuition and fees

\$1,200 for books and supplies

\$6,130 for off-campus room and board

\$6,130 for on-campus room and board

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.baycollege.edu/Admissions/Paying-for-College/Financial-Aid/Cost-of-Attendance.aspx](http://www.baycollege.edu/Admissions/Paying-for-College/Financial-Aid/Cost-of-Attendance.aspx)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

35% of students who attend this program borrow money to pay for it<sup>2</sup>

The typical graduate leaves with

N/A\* in debt<sup>3</sup>

The typical monthly loan payment

N/A\* per month in student loans with N/A\* interest rate<sup>4</sup>.

The typical graduate earns

not provided per year after leaving this program<sup>5</sup>

### Graduates who got jobs

N/A\* of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Executive Secretaries and Executive Administrative Assistants: <http://onetonline.org/link/summary/43-6011.00>

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive: <http://onetonline.org/link/summary/43-6014.00>

### Licensure Requirements<sup>6</sup>

\*Program has no licensure requirements in any state.

### Additional Information:

No additional notes provided

Date Created: 4/5/2017

These disclosures are required by the U.S. Department of Education

### Footnotes:

<sup>1</sup> The share of students who completed the program within 100% of normal time (12 months).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes Federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a N/A\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

<sup>7</sup> State Job Placement Rate: N/A

<sup>8</sup> Accreditor Job Placement Rate: N/A