

Office Assistant

2018-2019 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
** Approved Electives (Choose a minimum of 3 cr.)		
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>
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
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Second Semester		
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
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* 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

[Print](#)

Students graduating on time

N/A* of Title IV students complete the program within 12 months 

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$5,111 for in-state tuition and fees

\$9,434 for out-of-state tuition and fees

\$1,200 for books and supplies

Other Costs


Visit website for more program cost information

*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

The typical graduate leaves with

N/A* in debt 

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A***. 

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

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

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Licensure Requirements

The following do not have licensure requirements for this profession:

Michigan

Additional Information

Date Created 2/27/2018

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