

Office Assistant, Certificate

2023-2024 Catalog

Award Granted Upon Completion: Certificate in Office Assistant

Credits/Contacts Required: **30/31**

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.

Certificate Requirements (Min 30 Credits)

- BUSN 195 - Business Communications **Credit(s): 3**
- CIS 101 - Computer Concepts & Applications **Credit(s): 4 +**
- CIS 123 - Microsoft PowerPoint **Credit(s): 1 #**
- CIS 125 - Business Technology Tools **Credit(s): 2 #**
- CIS 130 - Spreadsheet Applications **Credit(s): 3 #**
- OIS 102 - Computer Keyboarding Skill Development **Credit(s): 1**
- OIS 150 - Word Processing Applications **Credit(s): 4 # +**
- OIS 191 - Business English & Proofreading **Credit(s): 3 +**
- OIS 250 - Advanced Word Processing Applications **Credit(s): 3 #**
- OIS 260 - Office Technology & Procedures **Credit(s): 4 #**
- XXXX xxx - Approved Elective **Credit(s): 2**

* Approved Electives (Min 2 Credits)

- ACCT 100 - Practical Accounting **Credit(s): 4 OR**
- ACCT 101 - Accounting Principles I **Credit(s): 4**
- BUSN 105 - Professional Workplace Skills **Credit(s): 2**
- BUSN 160 - Introduction to Business **Credit(s): 3**
- BUSN 177 - Mathematics of Business **Credit(s): 3**
- BUSN 250 - Business Law I **Credit(s): 3**
- BUSN 264 - Social Media Marketing **Credit(s): 3**
- CIS 140 - Database Applications **Credit(s): 3**
- CIS 210 - Web Page Design & Structure **Credit(s): 3**
- HLTH 118 - Medical Terminology I **Credit(s): 3**
- OIS 170 - Electronic Medical Office Records **Credit(s): 3**

Suggested Sequences Per Semester

First Semester

- CIS 101 - Computer Concepts & Applications **Credit(s): 4 +**
- CIS 123 - Microsoft PowerPoint **Credit(s): 1 #**
- OIS 102 - Computer Keyboarding Skill Development **Credit(s): 1**
- OIS 150 - Word Processing Applications **Credit(s): 4 # +**
- OIS 191 - Business English & Proofreading **Credit(s): 3 +**
- XXXX xxx - Approved Elective **Credit(s): 2**

First Semester Total - Credit(s): 15 | Contacts: 16

Second Semester

- BUSN 195 - Business Communications **Credit(s): 3**
- CIS 125 - Business Technology Tools **Credit(s): 2 #**
- CIS 130 - Spreadsheet Applications **Credit(s): 3 #**
- OIS 250 - Advanced Word Processing Applications **Credit(s): 3 #**
- OIS 260 - Office Technology & Procedures **Credit(s): 4 #**

Second Semester Total - Credit(s): 15 | Contacts: 15

NOTES:

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.