

Office Assistant Certificate of Completion

PROGRAM DESCRIPTION

The Office Assistant certificate is designed for persons preparing for immediate entry-level employment in office occupations and those already in business who desire to update and enhance their skills.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirements

- Recommended:
 - High school diploma or GED
 - Minimum placement scores resulting in WR 121 Academic Composition placement or completion of WR 065 Rhetoric/Critical Thinking II/WR 095 Basic Writing II ("C" or better)
 - Minimum placement scores resulting in MTH 065 Algebra II placement or completion of MTH 060 Algebra I ("C" or better)
 - Keyboarding skills at 25 words per minute or better (CIS 010 Computer Keyboarding is recommended for basic keyboarding skills acquisition)

PROGRAM PERFORMANCE STANDARDS

Academic Requirements

- Students must have a 2.0 cumulative GPA to earn a COCC certificate or degree.
- All courses in the program must be completed with a grade of C or higher.

PROGRAM COURSE REQUIREMENTS

Core Courses

BA 101	Intro to Business	4
BA 104	Business Math	3
BA 111	Applied Accounting I	3
BA 178	Customer Service	3
BA 214	Business Communications	3
CIS 120	Computer Concepts (or Computer Competency Test)	0-4
CIS 125E	Excel	4
CIS 131	Software Applications	4
WR 121	Academic Composition	4
Choose two courses from the following:		8
CIS 122	Introduction to Programming	
CIS 125A	Access	
CIS 125G	Photoshop	
CIS 140	A+ Essentials I	
CIS 178	Internet in Depth	
CIS 195	Web Development I	

Total Credits 36-40

ADVISING NOTES

Full-time suggested term-by-term coursework schedule assumes college-level placement in reading, writing and math. Part-time students and those with schedule conflicts, should see an advisor for proper course sequencing and prerequisite requirements.

This certificate is designed for students planning to enter their chosen career upon graduation. Often only selected credits are considered transferrable to public or private baccalaureate institutions.