

# BUSINESS ADMINISTRATION

## OFFICE ASSISTANT

Certificate of Completion – 36-40 credits

### CERTIFICATE AS AWARDED ON TRANSCRIPT

Certificate of Completion, Office Assistant

### 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.

### COST OF PROGRAM

Standard tuition, student fees and textbooks.

### PROGRAM PREPARATION AND PREREQUISITES

#### Recommended

- High school diploma or GED
- Minimum placement scores resulting in WR 121 placement or completion of WR 065/095 ("C" or better)
- Minimum placement scores resulting in MTH 065 placement or completion of MTH 060 ("C" or better)
- Keyboarding skills at 25 words per minute or better (CIS 010 is recommended for basic keyboarding skills acquisition)

### MINIMUM GPA OR GRADE REQUIREMENTS

All required courses must be completed at a "C" grade or better and graduates must have an overall 2.0 GPA or higher.

### REGISTRATION INFORMATION

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.

### PROGRAM STANDARDS

Academic dishonesty will not be tolerated and can result in the offending student being dropped from the program. Students wishing reinstatement must seek endorsement from the department chair after completing a progressive review.

### TRANSFER INFORMATION

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.

### PROGRAM REQUIREMENTS

The following is a suggested course of study for students interested in pursuing an Office Assistant certificate and will depend on course availability. A recommended sequence of the courses required for this certificate is listed below.

#### First term

BA 101	Introduction to Business	4
BA 104	Business Math	3
BA 111	Applied Accounting I	3
CIS 120	Computer Concepts	0-4
or Computer Competency Test		
WR 121	Academic Composition	4

#### Second term

BA 178	Customer Service	3
BA 214	Business Communications	3
CIS 131	Software Applications	4

#### Third term

CIS 125E	Excel	4
Plus select two (2) from the following:		8
CIS 122	Introduction to Programming	
CIS 125A	Access	
CIS 125DW	Introduction to Dreamweaver	
CIS 125G	Photoshop	
CIS 140	A+ Essentials I	
CIS 178	Internet in Depth	
CIS 195	Web Development I	