Office Assistant, Certificate

Award Granted: Certificate in Office Assistant

Major code: 04/480

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

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

* Approved Electives (Min 2 Credits)

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

Suggested Sequences Per Semester

First Semester

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

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

Second Semester

- BUSN 195 - Business Communications **Credits: 3**
- CIS 125 - Business Technology Tools **Credits: 2**#
- CIS 130 - Spreadsheet Applications **Credits: 3** #
- OIS 250 - Advanced Word Processing Applications **Credits: 3** #
- OIS 260 - Office Technology & Procedures **Credits: 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.