

## OFFICE TECHNOLOGY

### Office Assistant Certificate

#### PROGRAM MISSION

The Office Assistant Certificate prepares students by creating an entry-level foundation of knowledge and skills in the office environment.

#### PROGRAM DESCRIPTION

The Office Assistant Certificate is designed to prepare students for an entry-level career performing office functions such as office reception, communication, documentation, accounting, managing documents, and other office functions.

#### PROGRAM OUTCOMES

Students who successfully complete the Office Assistant Certificate will:

1. Demonstrate professional skills that lead to success within the office workplace
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession

#### CAREER CONSIDERATIONS

Business office entry-level positions such as clerks, receptionists, office assistants, and other office assistant focused careers.

#### PROGRAM COURSE REQUIREMENTS

##### Year One

BA 151	Practical Accounting I	4
BA 165	Customer Service	3
BA 180	Business Math I	3
CIS 120	Introduction to Digital Literacy	4
CWE 161	CWE Seminar I	1
OA 115	Administrative Office Professional	3
OA 116	Records Management	2
OA 123	Formatting	4
OA 124A	Keyboarding Skill Enhancement	3
OA 128	Editing for Business	3
OA 131	Ten-Key Calculator	1
OA 250	General Office Procedures	3
WR 115 (or higher)	English Composition: Introduction to Expository Writing*	4
**Approved Elective		4

Choose One:

PSY 101	Psychology of Human Relations	3
SP 105	Listening	3
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3

**Total Credits 45**

\*A grade of C or better must be attained in the courses indicated.

\*\*Please see an academic advisor or program website for the full list of approved electives.

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.

#### PROGRAM ENTRANCE REQUIREMENTS

##### Academic Entrance Requirement

Recommended:

- Although there is not a formal application or acceptance process for this program, students should be advised that many businesses do thorough background checks and drug screens prior to employment, including cooperative work experience placements. If starting the program outside of the fall term, students should work closely with the advisor when planning their schedule.