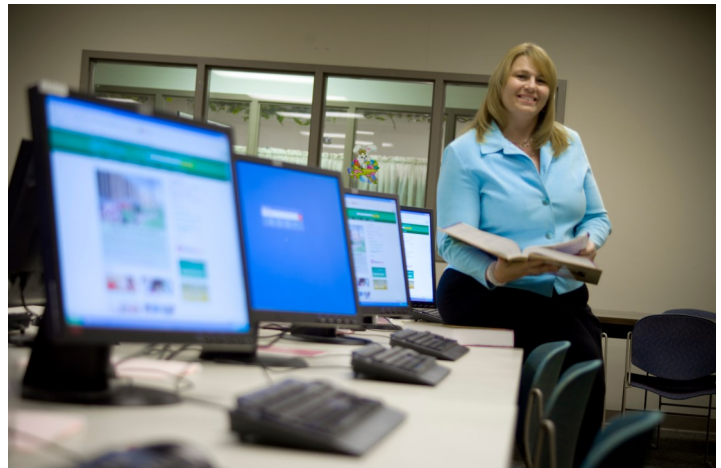


## Certificate

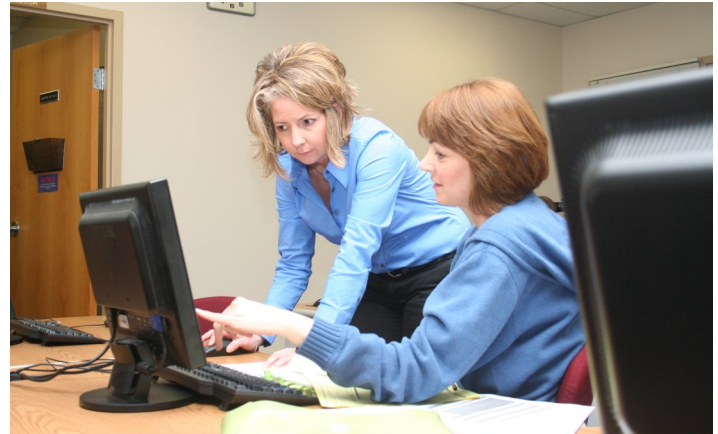
A one-year certificate is available for students who need a quick entry into the job market. The skills needed for entry-level positions in today's fast-paced and automated business office are provided in this program. The office assistant is prepared to assemble facts and figures from office records and express them in statements, letters, and forms; file office records; operate calculators, photocopier machines, and the latest word processing software; and assist with general business duties, such as responding to mail, making arrangements for business trips, and scheduling appointments.

Students can earn the associate degree by completing one year of full-time study beyond the Office Assistant Certificate.



## Career Outlook

Employment opportunities should be very good, especially for those who have obtained excellent communication skills. Although many of the tasks that administrative assistants perform have become automated, it will be those tasks which require personal contact and communication which will continue to play a key role in the office activities of most organizations.



## Business & Public Services Division



### Questions:

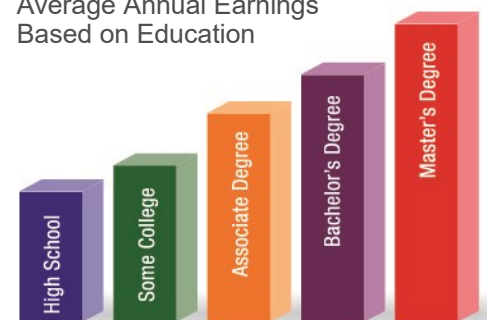
NSCC Admissions Office  
(419) 267-1320  
admissions@NorthwestState.edu

[www.NorthwestState.edu](http://www.NorthwestState.edu)

2019-2020

### Education Pays

Average Annual Earnings  
Based on Education



Based on data from the Bureau of Labor Statistics

NSCC is accredited by:  
The Higher Learning Commission  
(312) 263-0456  
[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

# PROGRAM SEQUENCE

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<b>First Semester</b>		<b>Credits</b>
CIS104*	Desktop Management	1
+ CIS112*	Microsoft Word	3
CIS119*	PowerPoint	1
ENG111	Composition I	3
OAS101*	Business Document Formatting & Skillbuilding	3
+OAS110	Records Management	3
		<hr/>
		14

<b>Second Semester</b>		<b>Credits</b>
+ CIS113*	Microsoft Excel	3
CIS117	Publisher	1
CIS118*	Access	1
ENG112	Composition II	3
+ OAS102	Advanced Business Document Formatting & Skillbuilding	3
+ OAS105	Document Editing & Proofreading	2
+ OAS160	Administrative Technology & Procedures	3
		<hr/>
		16

**Total Program Credit Hours** **30**

\* CIS090 Introduction to Computers & OAS 090 Keyboarding Basics are prerequisites to CIS104, CIS112, CIS113, CIS118, CIS119 and/or OAS101. A placement test is available for CIS090 & OAS090. See the Admissions Office.

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

*Gainful employment information for NSCC's certificate programs can be found online at:*

*<https://northweststate.edu/gedt/office-assistant/>*

*Gainful employment information includes: estimated cost of the program, average student loan debt and types of jobs available.*