

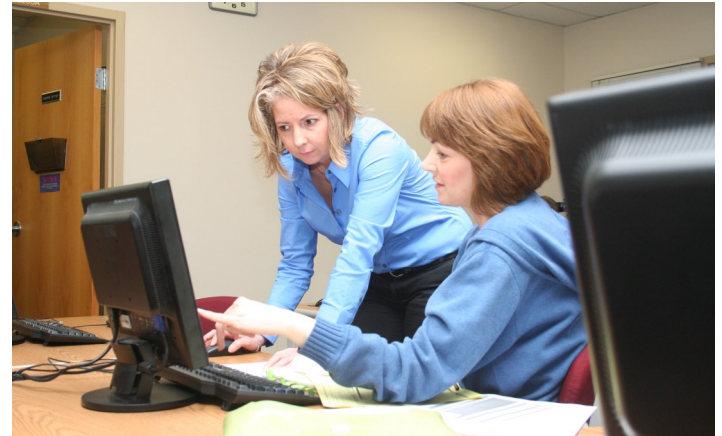
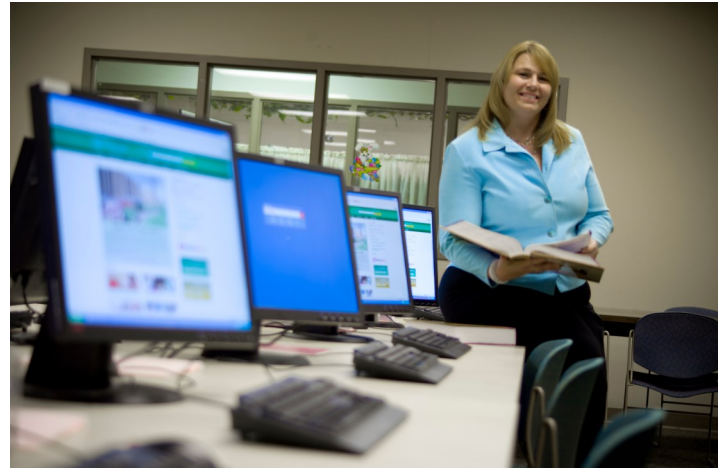
Certificate

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, photocopy 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



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Questions:

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

www.NorthwestState.edu

2022-2023

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

PROGRAM SEQUENCE

First Semester		Credits
CIS104*	Desktop Management	1
+ CIS112*	Microsoft Word	3
CIS119*	PowerPoint	1
ENG111	Composition I	3
OAS101*	Business Document Formatting & Skillbuilding	3
+	Accounting Elective	3
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Accounting Electives:

ACC111—Financial Accounting
OAS103—Office Accounting

Second Semester		Credits
+ CIS113*	Microsoft Excel	3
CIS117*	Publisher	3
CIS118*	Access	1
ENG112	Composition II	3
+ OAS102	Advanced Business Document Formatting & Skillbuilding	3
+ OAS105	Document Editing & Proofreading	2
+ OAS160	Administrative Technology & Procedures	3
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		18

Total Program Credit Hours **32**

* CIS090 Introduction to Computers & OAS 090 Keyboarding Basics are prerequisites to CIS104, CIS112, CIS113, CIS117, 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.

* Note: One-year Technical Certificates: 30-37 semester credit hours with 18-22 technical courses; Short-term certificates: less than 30 credit hours designed for specific employment situations.

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.