



**OFFICE ASSISTANT
Certificate Program**

Career Curriculum 00BUS0016 Certificate Program Minimum Hrs. 18 Major Code: 1.2 520401K
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FALL SEMESTER

Dept. No.		Hrs.	Gr.
BUS 116	Keyboarding I ¹	3	—
BUS 127	Electronic Calculating	1	—
CIS 101	Introduction to Computers OR	3	—
	CIS 207 Computer Applications	7	—

SPRING SEMESTER

Dept. No.		Hrs.	Gr.
BUS 135	Office Language Skills	3	—
BUS 138	Employment Strategy	1	—
BUS 236	Records Management	1	—
MAT 113	Introduction to Contemporary Mathematics OR	3	—
	BUS 111 Business Mathematics		
SPE 116	Interpersonal Communication	3	—
		11	—

¹ Proficiency exam is available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight-copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

The Office Assistant Certificate Program (00BUS0016) is an ICCB approved extension of the Office Supervision and Management AAS degree (00BUS0013).

*John A. Logan College reserves the right to modify this curriculum guide as needed.
Please verify with your academic advisor the accuracy and time lines of this document.*

Effective Date: Fall 2008

Career Opportunities: Positions as an office assistant or a general office clerk are available in almost every area of the economy. Those industries employing the largest number include local government, general medical and surgical hospitals, elementary and secondary schools, colleges, universities, professional schools, and employment services.