



**OFFICE ASSISTANT
Certificate Program**

Career Curriculum 00BUS0016
Certificate Program
Minimum Hrs. 19
Major Code: 1.2 520401K

FALL SEMESTER

Dept. No.	Hrs.	Gr.
BUS 116 Keyboarding ¹	3	___
BUS 135 Office Language Skills	3	___
CIS 101 Introduction to Computers OR CIS 207 Computer Applications	3	___
	9	

SPRING SEMESTER

Dept. No.	Hrs.	Gr.
BUS 235 Business Correspondence	3	___
BUS 236 Records Management	1	___
MAT 113 Introduction to Contemporary Mathematics OR BUS 111 Business Mathematics	3	___
SPE 115 Speech OR SPE 116 Interpersonal Communication	3	___
	10	

¹ Proficiency exam is available for BUS 116 (requiring a production test as well as 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 Education Department for information.

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

This is a Gainful Employment Certificate Program of 16 credit hours or more that prepares the student for gainful employment in a recognized occupation. For detailed information regarding program length, cost, average loan debt and completion details, select the following link to the Gainful Employment Worksheet for this program. [Gainful Employment Worksheet—Office Assistant Certificate Program \(00BUS0016\)](#).

You can also access this information by typing the following URL into your browser's address bar:

http://www.jalc.edu/gainful_employment/office_assistant/Gedt.html

*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 2015

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.