



John A. Logan College

Certificate

Toward a Degree in

Office Assistant

Career Curriculum 00BUS0016

Minimum Hours: 19

Major Code: 1.2 520401K

Effective Date: Fall 2021

FALL SEMESTER

Dept.	No.		Hrs.	Grade
BUS	116	Keyboarding I ¹	3	_____
BUS	135	Office Language Skills	3	_____
CIS	207	Computer Applications for Business	<u>3</u>	_____
			9	

NOTES AND INFORMATION

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.

SPRING SEMESTER

Dept.	No.		Hrs.	Grade
BUS	235	Business Communication	3	_____
BUS	236	Records Management	1	_____
MAT	113	Introduction to Contemporary Mathematics OR	3	_____
		BUS 111 Business Mathematics		
COM	115	Speech OR	<u>3</u>	_____
		COM 116 Interpersonal Communication	10	

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

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.

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.