

Certificate
in
Office Assistant

Career Curriculum: 00BUS 0016
Minimum Hours: 21
Major Code: 1.2 520401
Effective Date: Fall 2024

FALL SEMESTER

Dept.	No.		Hrs.	Grade
OFT	116	Keyboarding ¹	3	_____
OFT	135	Office Language Skills	3	_____
OFT	207	Computer Applications for Business	3	_____
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NOTES AND INFORMATION

¹ Proficiency exam is available for OFT 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
ENG	101	English Composition	3	_____
OFT	237	Office Procedures	3	_____
MAT	113	OR MAT 112 Introduction to Contemporary Mathematics ² OR BUS 111 Business Mathematics ²	3	_____
COM	115	Speech ² OR COM 116 Interpersonal Communication	3 12	_____

² Students pursuing the Health Care Management Capstone Option at SIUC or a baccalaureate degree at another institution should take MAT 113 or MAT 112 and COM 115.

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 timelines of this document.