

OFFICE ASSISTANT - CERTIFICATE OF ACHIEVEMENT

The Office Assistant Certificate of Achievement prepares students for a variety of office support roles, such as Office Assistant, Administrative Assistant, Executive Assistant, Data Entry Specialist, and Office Coordinator. This program equips students with a blend of technical and interpersonal skills essential for success in today's business environment.

Students will develop proficiency in Microsoft Office, Business Writing, Document Production, and Web Content Creation. Additionally, courses in Bookkeeping and Small Business Management provide foundational knowledge in managing office finances and analyzing business data.

In addition to technical skills, the program emphasizes interpersonal skills, including communication, human relations, and professional image, ensuring that graduates are well-rounded, confident, and prepared to contribute to a wide range of roles in the growing Management and Business sectors. Students must complete each course with a grade of 'C' or better to be awarded the certificate.

Program Learning Outcomes

- Produce various professional documents and effectively communicate and collaborate within a business environment, leveraging their comprehensive understanding of business information technology.
- Successfully utilize accounting software and Microsoft Office Suite to accurately manage and report financial data, supporting operational efficiency in business contexts.

Requirements

Course	Title	Units
ACCTG 101	Bookkeeping for Small Business	3
BIS 007	Business Writing Skills	3
BIS 012	Business Document Production	2
BIS 101	Global Communication in the Workplace	3
BIS 102	Microsoft Excel	3
BIS 109	Microsoft Office	3
BIS 135	Human Relations in the Workplace	3
BUS 006	Introduction to Small Business Management	3
CIT 010	Computer and Information Technology	3
<i>One of the following Statistics courses:</i>		
BUS 060	Fundamentals of Business Statistics *	3
or STAT C1000	Introduction to Statistics	
Total Units		29

* Student may complete either BUS 060 or STAT C1000, but not both to meet the certificate requirements.