

Office Assistant Certificate

Business Technologies Division

For Program Questions:

Von Plessner
Dean of Business Technologies
(419) 267-1351
vplessner@northweststate.edu

For Admissions Questions:

NSCC Admissions Office
(419) 267-1320
admissions@northweststate.edu



www.northweststate.edu

NSCC is accredited by:

The Higher Learning Commission
(312) 263-0456

www.ncahigherlearningcommission.org



Office Assistant Certificate

A one-year certificate is available for students who need a quick entry into the job market. The skills needed for entry-level positions in today's fast-paced and automated business office are provided in this program. The office assistant is prepared to assemble facts and figures from office records and express them in statements, letters, and forms; file office records, operate calculators, photocopier machines and the latest word processing equipment; and assist with general business duties such as responding to mail, making arrangements for business trips and scheduling appointments.

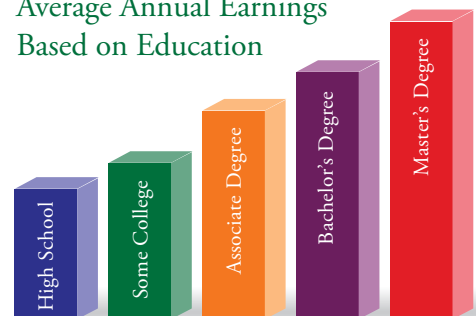
Students can earn the associate degree by completing one year of full-time study beyond the Office Assistant Certificate.

Career Outlook

Employment opportunities should be very good, especially for those who have obtained excellent communication skills. Although many of the tasks that secretaries perform have become automated, it will be those tasks which require personal contact and communication which will continue to play a key role in the office activities of most organizations.

Education Pays

Average Annual Earnings
Based on Education



2011-2012

Based on data from the Bureau of Labor Statistics

Program Sequence

First Semester

		<i>Credits</i>
CIS104*	Desktop Management	2
+ CIS112*	Microsoft Word	3
CIS119*	PowerPoint	1
ENG111	Composition I	3
+ OAS101*	College Keyboarding	3
+ OAS110	Records Management	3
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Second Semester

		<i>Credits</i>
+ CIS113*	Microsoft Excel	3
CIS118*	Access	1
CIS138	Intermediate Access	1
ENG112	Composition II	3
+ OAS102	Keyboarding Applications	3
+ OAS105	Document Editing & Proofreading	2
+ OAS160	Administrative Technology & Procedures	3
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		16

Total Program Credit Hours **31**

* CIS090 Introduction to Computers & OAS090 Keyboarding Basics are prerequisites to CIS104, CIS112, CIS113, CIS118, CIS119 and/or OAS101. A Placement test is available for CIS090 & OAS090. See the Admissions Office.

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

Course curriculum is subject to change. Please consult with an Academic Advisor for up-to-date information.



Office Assistant Certificate

Department of Business

PROGRAM NAME & LENGTH

Name of Program: Office Assistant

Level of Program: Certificate

Program Length: 2 Semesters

RELATED OCCUPATIONS

U.S. Department of Labor's Standard Occupational Classification (SOC) code:

43-6014 Secretaries and Administrative Assistants, except legal, medical, & executive

Link(s) to the U.S. Department of Labor's O*Net Occupational Profiles:

<http://www.onetonline.org/link/summary/43-6014.00>

COST:

Total Tuition: \$4,488

Fees: \$200

Total Est. Costs for Books and Supplies: \$1,458

DEBT AT PROGRAM COMPLETION

Number of students completing the program between July 1, 2010 and June 30, 2011

Number of 2010-2011 Graduates: 12 Students

For all Students completing program, the median cumulative debt for:

Federal Student Debt: \$9,906

PROGRAM COMPLETION IN NORMAL TIME

Normal Time in Months to Complete Program: 8 Months