

Office Assistant

Certificate

Program/CIP Code: OFFA.TCERTA/52.0401

Credits Required: 18

Division: Math, Science & Business Technology

Contact: MSBT@kckcc.edu

The Office Assistant certificate prepares graduates for entry-level positions in office environments. Students receive training in courses such as Business English, Microcomputer Business Software, and Customer Service. The Office Assistant certificate can be transferred into the Administrative Office Professional certificate. Any deviation from the program must be approved by the Dean of Math, Science & Business Technology.

Requirements for Admission to the program:

- No requirements for admission to the program.
- Contact program for program-specific advising.

Office Assistant Requirements*

Course		Credit Hours
BUSN 0140	Essential Career Skills	1
BUSN 0191	Microcomputer Apps I-II: Advanced Word	2
BUSN 0250	Obtaining Employment	1
BUSN 1151	Keyboarding	1
BUSN 1152	Document Formatting	1
BUSN 1153	Speedbuilding I	1
BUSN 2201	Records Management	1
BUSN 2202	Business English	1
BUSN 2203	Proofreading	1
BUSN 2253	Customer Service	2
CIST 0111	Microcomputer Business Software	3
CIST 0166	Microcomputer Applications I: Spreadsheets	3
*See course syllabi for Marketing course prerequisites.		

Total Hours for an Office Assistant Certificate	18
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