

# Office Assistant Certificate

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Degree Code: SEC-2107

Minimum GPA: 2.0

Minimum Hours: 31

Name: \_\_\_\_\_ ID: \_\_\_\_\_ Date: \_\_\_\_\_

The office assistant program is designed to provide students with an intensive training plan of relatively brief duration, which equips them with the skills necessary to obtain employment in the general office area of the business and industry environment.

	4	COM 111	Business Computer Systems
	1	COM 190	Microsoft Publisher
	2	COM 281	Microsoft Excel
	3	ENG 111 or ENG 124	English Composition I or Technical Communication I
	3	ENG 112 or ENG 221	English Composition II or Technical Communication II
	1	IMS 115	Proofreading
	3	IMS 120	Records/Information Management
	3	IMS 122	Document Formatting
	3	IMS 223	Document Production
	1	INT 111	Career Development
	3/4	MAT 121 or MAT 110	Technical Mathematics or General Education Mathematics
	1	SEM 111	College Success
	3	SPC 111 or SPC 210	Speech or Interpersonal Communication

I have received a copy and agree to follow this degree audit:

Student: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date \_\_\_\_\_