



Office Assistant

Diploma Program

2011-2012

This program offers a career course of study that will prepare the student for a supportive role in performing the many duties necessary to assure the successful operation of a business office.

Program Objectives:

Upon completion of this program, the graduate will be able to:

1. type a minimum of 45 wpm with 5 or fewer errors.
2. use popular computer software effectively for word processing, transcription, and data entry.
3. generate and maintain documents in a manner acceptable in the office environment.
4. utilize time management, reasoning, concentration, interpersonal skills, and other professional strategies to complete support tasks in a timely and correct manner.

Admission Requirements:

All candidates for admission must pass the College's entrance examination with a composite score of 50 or above and have a Wonderlic score of 14 or above. Each candidate for admission is considered individually on merit and potential.

Graduation Requirements:

A grade of "C" or better must be achieved in English and math to be eligible to graduate. The department assessment process must also be satisfactorily completed. To be eligible to graduate, the student must achieve a keyboarding speed and accuracy minimum of 45 wpm with five or fewer errors.

Major:		Quarter Hours:
AP	112 Office Skills	4
BUS	201 Professional Development	4
CIS	114 Computer Usage and Software Applications	4
CIS	115 Word Processing Applications	4
ENG	100 Basic English Skills	
	-or-	4
ENG	116 Composition	
ENG	111 Business Communications	4
HUM	110 Human Potential	4
KEY	111 Keyboarding Speed and Accuracy Improvement I	4
MAT	101 Fundamentals of Mathematics	
	-or-	4
MAT	110 Business Mathematics	
	Total Hours	36

Electives:	Quarter Hours:
Choose 16 hours of electives approved by program director.	
Suggested electives include computer applications, administrative services, legal, or health services courses.	16
Total Hours	16

Total Hours Required for Diploma **52**



Office Assistant, Diploma Program

Award Year:	2009-2010
OPEID #:	004568
CIP Code:	52.0408
Credential Level:	01 Undergraduate Certificate

Occupations Related to this program

Job Title:	SOC Code:
Procurement Clerks	43-3061.00
Cargo and Freight Agents	43-5011.00
Freight Forwarders	43-5011.01
Word Processors and Typists	43-9022.00
Insurance Claims and Policy Processing Clerks	43-9041.00
Insurance Claims Clerk	43-9041.01
Insurance Policy Processing Clerk	43-9041.02
Office Clerk, General	43-9061.00

Estimated Program Costs

Tuition & fees:	\$18,265.00 (undeclared/healthcare/legal services concentration) \$18,335.00 (administrative services concentration) \$18,615.00 (computer application concentration)
Books & supplies:	\$1,750.00
Room & board:	not applicable
Other:	\$0.00

Percent of graduates who completed program on time*: 25%

Job placement rate: 75%

Median Loan Debt*

Title IV loan debt:	\$13,332.00
Private Educational loan debt:	\$0.00
Institutional Financed debt:	\$0.00

* Due to privacy reasons, median loan debt and on-time completion rate will not be reported for programs with fewer than 10 graduates during the award year.