OFFICE ASSISTANT

Diploma Program

This program offers a career course of study that will prepare the student for a supportive role in performing the basic duties necessary to assure the successful operation of a business office. This program will prepare the student for entry-level office support positions. Assessments will be used in some classes to demonstrate the skills needed by an office assistant.

Program Objectives:

Upon completion of this program, the graduate will be able to:
1. key a minimum of 35 wpm with 5 or fewer errors.
2. prepare presentations using current application software.
3. generate and maintain documents in a manner acceptable in the office environment.
4. develop spreadsheets using current application software.
5. compute business math transactions such as a payroll, percent, and discounts.
6. apply time management techniques.
7. communicate as a business professional.
8. utilize interpersonal skills and other professional strategies to complete support tasks.

Admission Requirements:

All candidates for admission must pass the College’s entrance examination requirements.

Graduation Requirements:

A grade of “C” or better must be achieved in all courses to be eligible to graduate. To be eligible to graduate, the student must also achieve a keyboarding speed and accuracy minimum of 35 wpm with five or fewer errors.

Major: Quarter Hours:
- AP112 Office Skills 4
- CIS114 Computer Usage and Software Applications 4
- CIS115 Word Processing Applications 4
- CIS116 Spreadsheet Applications 4
- CIS117 Presentation Applications 4
- CIS123 Communication and Time Management Applications 4
- ENG116 Composition 4
- ENG111 Business Communications 4
- HUM110 Human Potential 4
- HUM201 Professional Development 4
- KEY109 Keyboarding Applications 4
- MAT110 Business Mathematics 4

Total Hours 48

Open Elective: Quarter Hours:
- Open Elective 4

Total Hours 4

Total Hours Required for Diploma 52
OFFICE ASSISTANT
DIPLOMA PROGRAM

ED Gainful Employment Disclosure
Award Year 2015 - 2016
OPEID # 004568
CIP CODE 52.0408
Credential Level 01 Undergraduate Certificate
Normal Time to Complete 48 weeks
Programmatic Accreditation N/A
Licensure Requirements N/A

Occupations Related to this Program
Job Title: SOC Code:
Procurement Clerks 43-3061.00
Word Processors and Typists 43-9022.00
Insurance Claims Clerks 43-9041.01
Insurance Policy Processing Clerk 43-9041.02
Office Clerk, General 43-9061.00

On-Time Completion
Graduates who completed their program on-time not reported

Job Placement Rate and Earnings
Job seeking graduates employed in their field of study not reported
Program accreditation placement rate N/A
Typical graduate earnings $15,112

Estimated Program Costs
Tuition and fees $18,455
Books and supplies $1,775
Off-campus room and board $12,412

Median Loan Debt
Loan participation not reported
Typical graduate debt not reported
Typical monthly payment not reported

*Fewer than 10 students enrolled in this program. On-time completion, job placement rate, and median loan debt numbers may have been withheld to preserve the confidentiality of the students.

**The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Footnotes:
1. The share of students who completed the program within 100% of normal time (4 years).
2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a 6.8% interest rate.
5. The median earnings of program graduates who received Federal aid.
6. Some states require students to graduate from a state approved program in order to obtain a license to practice a profession in those states.
7. State Job Placement Rate:
   • Name of the state this placement rate is calculated for: Illinois
   • Follow the link below to find out who is included in the calculation of this rate: http://www.midstate.edu/programs/disclosures/information/placement.pdf
   • What types of jobs were these students placed in? Jobs within the field
   • Positions that recent completers were hired for include: N/A
   • When were the former students employed? Within one year of completion
   • How were completers tracked? Graduate Career Services Exit Application & Individualized Career Assistance
8. Accreditor Job Placement Rate: N/A

I have read and acknowledge the information contained within this disclosure.    Today’s Date: ________________________________
Student Name (please print): _____________________________ Student Signature: _____________________________