

# Office Assistant Program

*Division of Business — Curriculum Code: 3009*  
*Will Earn Upon Program Completion: Certificate in Office Assistant*

## ***Why become an Office Assistant?***

This major is designed for students who wish to gain proficiency in the use of computers, office equipment, and software packages used in modern office environments. Students are also taught organizational skills, time management, and how to work cooperatively with office personnel. Students may choose to apply the credits earned in this program toward the A.A.S. degree option in Business Administration: Office Systems Technology and Management option.

## ***If I major in Office Assistant, can I transfer to an upper-division college or university?***

While the program is not designed to transfer to a baccalaureate program, Essex County College will apply some or most of the courses you have taken toward an associate degree. Consult your faculty advisor for more information.

## ***Are there any requirements I must satisfy before I start taking courses?***

Based on your placement test scores, you may have to take developmental courses in reading, English, and/or mathematics before taking courses in your major.

## ***How long will it take for me to complete this certificate?***

If you do not need developmental course work and take 14 credits in the first semester and 15 credits in the second semester, you can complete the certificate in two semesters.

## ***Where should I direct specific questions about this program?***

Contact the Division at (973) 877-3222.

## ***Upon completion of this program, graduates will be able to:***

- ◆ Use state-of-the-art word processing software to prepare a wide range of business documents;
- ◆ Communicate effectively, orally and in writing, using business terms and concepts;
- ◆ Work in accordance with the expectations of supervisory managers;
- ◆ Design, create, and maintain spreadsheets utilizing Microsoft Excel; and
- ◆ Use desktop publishing software to develop presentations.

## Office Assistant — Certificate Program

<p><b>GENERAL EDUCATION REQUIREMENTS:</b> (3 credits)</p> <p><b>Communications (3 credits)</b> ENG 101 College Composition I 3</p> <p><b>MAJOR COURSE REQUIREMENTS:</b> (12 credits)</p> <p>OCT 106 Keyboarding and Formatting I 3  OCT 121 Business Communication 3  OCT 210 Office Systems Management 3  OCT 250 Word/Information Processing Applications I 3</p> <p><b>ADDITIONAL COURSE REQUIREMENTS:</b> (12 credits)</p> <p>BUS 101 Business Organization &amp; Management 3  BUS 141 Business Math 3  CIS 135 Microcomputer Spreadsheets 3  CIS 136 Desktop Publishing for IBM Compatibles 3</p> <p><b>Total Credits Required for Certificate: 27</b></p>	<p><b>RECOMMENDED SEQUENCE OF COURSES*</b></p> <p><b><u>First Semester</u></b></p> <p>BUS 101 Business Organization &amp; Management 3  BUS 141 Business Math 3  ENG 101 College Composition I 3  OCT 106 Keyboarding and Formatting I 3  CIS 135 Microcomputer Spreadsheets 3</p> <p><b><u>Second Semester</u></b></p> <p>OCT 250 Word/Information Processing Applications I 3  OCT 121 Business Communication 3  CIS 136 Desktop Publishing for IBM Compatibles 3  OCT 210 Office Systems Management 3</p>
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**\*NOTE:** This plan assumes the completion of all required developmental courses in reading, writing, and mathematics as well as other pre- and co-requisites for some of the courses, as listed in the Course Descriptions section.