

OFFICE ASSISTANT

PURPOSE OF PROGRAM

Office assistant is a certificate program utilizing office technology equipment to prepare students for careers in the business world. This program provides a well-rounded office specialist by building basic knowledge and skills in office procedures, business, computers, math, English, and communications skills.

CAREER OPPORTUNITIES

Office assistant graduates are prepared for entry-level office positions in related business, government and healthcare organizations. Employment of administrative assistants is projected to grow 12 percent from 2012 to 2022, about as fast as the average for all occupations.

Graduates who want to expand their business skills can go on to complete the business administration associate degree program at NMCC; students may be able to apply 20 of the 32 credits earned toward an AAS in business administration.

NMCC's business technology department is accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of its business programs that culminate in the Associate of Applied Science Degree.

2016-2017 Curriculum

Certificate Program

First Semester		C	L	CR
ACC 110	College Accounting OR	3	0	3
ACC 111	Principles of Accounting I	4	0	4
♦ BUS 101	Intro. to Business	3	0	3
CIS 105	Intro. to PC Operating Systems	1	0	1
♦ CIS 113	Intro. to Microcomputer Apps	3	0	3
ENG 111	English Composition	3	0	3
MAT 115	Business Mathematics	3	0	3
		16-17	0	16-17

Second Semester

♦ ACC 112	Computerized Accounting	3	0	3
ACC 113	Payroll Accounting	3	0	3
CIS 108	Spreadsheet Applications	3	0	3
♦ SES 129	Office Procedures	3	0	3
	Elective	3	0	3
		15	0	15

TOTAL REQUIRED 31-32

♦ *Major courses; a minimum grade of "C" or 2.0 required.*

ADMISSIONS POLICY

Completion of a four-year high school program or a state high school equivalency certificate is required for admission into NMCC's office assistant program. Applicants are required to have two years of high school math, including algebra I; algebra II and accounting are desired. A rolling admissions policy affords candidates the opportunity to apply and be accepted throughout the year, but early application (9-10 months prior to the school year) is recommended because of competition and strict enrollment capacities established for each program.

APPLICATION PROCEDURE

The following procedures constitute the admissions process:

1. An application form must be submitted accompanied by a nonrefundable \$20 application fee.
2. An official high school transcript must also be submitted (current seniors' transcripts should include completed ranking periods).
3. GED test scores must be submitted by applicants who are not high school graduates.
4. Official college transcripts must be submitted by applicants who have attended other colleges or post-secondary schools.
5. Placement testing or appropriate SAT scores, individual interviews and campus tours are required, in most cases, prior to being admitted.
6. Admissions decisions are made as quickly as possible once a candidate's file is complete.
7. Accepted applicants are required to make a deposit within thirty days of acceptance. Students requesting on campus housing are required to submit an additional deposit to reserve space in the residential complex.

NMCC is an equal opportunity/affirmative action institution and employer. For more information, please call 768-2791.

