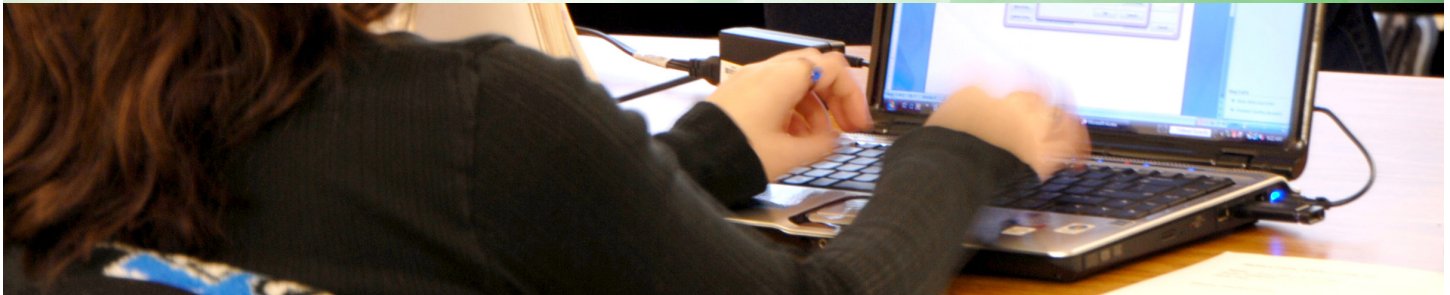




# OFFICE ASSISTANT



## SUCCEED HERE

### PROGRAM PURPOSE

The Office Assistant certificate program familiarizes students with office technology to prepare them for careers in the business world. You will be a well-rounded office specialist by building basic knowledge and skills in office procedures, business methods, computer programs, math, English, and communications skills.

**This program has high demand career opportunities.**

### 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) in Accounting and Business, which culminate in the Associate of Applied Science Degree.*

**nmcc.edu**

### 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. HiSET/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.

SUCCEED HERE

# OFFICE ASSISTANT

2018-2019 Curriculum

## Certificate Program

<b>First Semester</b>			<b>C</b>	<b>L</b>	<b>CR</b>
ACC 110	College Accounting		3	0	3
	OR				
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
<b>Second Semester</b>					
♦ 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
<b>TOTAL REQUIRED</b>			<b>31-32</b>		

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

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

207-768-2785

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