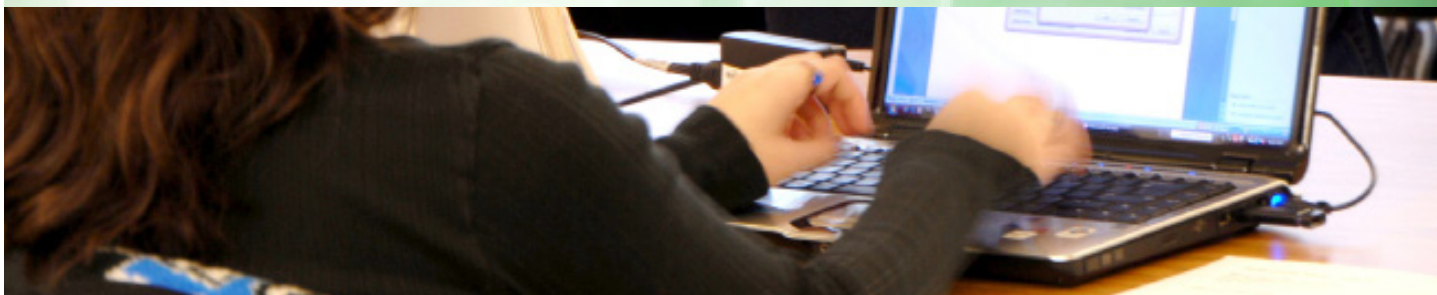




OFFICE ASSISTANT



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 9 percent from 2016 to 2026, 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.



APPLICATION PROCEDURE

The following procedures constitute the admissions process:

1. Submit an NMCC application along with a \$20 application fee.
2. Submit official high school transcript and/or HiSET/GED scores (current senior's transcript should include completed ranking period grades).
3. Official college transcripts for applicants who have attended other post-secondary schools.
4. If SAT scores are not available, placement testing will be required.
5. Individual interview required.
A campus tour is highly recommended.

Questions contact:
admissions@nmcc.edu

**Explore our programs by
downloading the
NMCC mobile app. at
any app. store.**

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OFFICE ASSISTANT

2019-2020 Curriculum

Certificate Program

First Semester		C	L	CR
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
	OR			
MAT 116	Quantitative Reasoning	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	0	31-32

♦ 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.

Key: C= Class Hours, L= Lab Hours, CR= Credit Hours

207-768-2785

nmcc.edu