



# OFFICE ASSISTANT



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### PROGRAM PURPOSE

The Office Assistant certificate program familiarizes students with office technology and prepares you for a career 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.

**Good job opportunities\***

### CAREER OPPORTUNITIES

Office assistant graduates are prepared for entry-level office positions in related schools, business, government and healthcare organizations.

Graduates who want to expand their business skills continue their studies by completing 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.

\*Occupation Outlook Handbook 2018



### 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 may be required.
5. Individual interview required.
6. A campus tour is highly recommended.

**Questions? Contact [admissions@nmcc.edu](mailto:admissions@nmcc.edu)**

**nmcc.edu**

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# OFFICE ASSISTANT

2020-2021 Curriculum

## Certificate Program

<b>First Semester</b>		<b>C</b>	<b>L</b>	<b>CR</b>
ACC 110	College Accounting OR	3	0	3
ACC 111	Principles of Accounting I	4	0	4
◆ BUS 101	<b>Intro to Business</b>	<b>3</b>	<b>0</b>	<b>3</b>
CIS 105	Intro to PC Operating Systems	1	0	1
◆ CIS 113	<b>Intro to Microcomputer Apps</b>	<b>3</b>	<b>0</b>	<b>3</b>
ENG 111	English Composition	3	0	3
MAT 115	Business Mathematics OR	3	0	3
MAT 116	Quantitative Reasoning	3	0	3
		<hr/> 16/17	0	<hr/> 16/17

<b>Second Semester</b>		<b>C</b>	<b>L</b>	<b>CR</b>
◆ ACC 112	<b>Computerized Accounting</b>	<b>3</b>	<b>0</b>	<b>3</b>
ACC 113	Payroll Accounting	3	0	3
CIS 108	Spreadsheet Applications	3	0	3
◆ SES 129	<b>Office Procedures</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Elective	3	0	3
		<hr/> 15	0	<hr/> 15

<b>MINIMUM REQUIRED</b>		<b>31</b>	<b>0</b>	<b>31</b>
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◆ *Major courses; a minimum grade of "C" or 2.0 required.*

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

Prepare for a career in the business world.

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

**207-768-2785**

**nmcc.edu**