

# OFFICE ASSISTANT



## SUCCEED HERE

*Questions?*

*Contact:  
admissions@nmcc.edu*

### 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.

### APPLICATION PROCEDURE

The following procedures constitute the admissions process:

1. Submit an NMCC application.
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. Meet with an Admissions Counselor.
6. A campus tour is highly recommended.

### 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.

## OFFICE ASSISTANT Certificate Program

| First Semester  |     |   | CR       |
|-----------------|-----|---|----------|
| ACC             | 110 | College Accounting<br>(or ACC 114 Principles of Accounting I) | 3        |
| > BUS           | 101 | Introduction to Business                                      | 3        |
| CIS             | 105 | Introduction to PC Operating Systems                          | 1        |
| > CIS           | 113 | Introduction to Microcomputer Applications                    | 3        |
| ENG             | 111 | English Composition   | 3        |
| MAT             | 115 | Business Math<br>(or MAT 116 Quantitative Reasoning)          | 3        |
|                 |     |   | <hr/>    |
|                 |     |   | 16       |
| Second Semester |     |   |          |
| > ACC           | 112 | Computerized Accounting                                       | 3        |
| ACC             | 113 | Payroll Accounting  | 3        |
| CIS             | 108 | Spreadsheet Applications                                      | 3        |
| > SES           | 129 | Office Procedures   | 3        |
|                 |     |   | Elective |
|                 |     |   | <hr/>    |
|                 |     |   | 3        |
|                 |     |   | 15       |
| Total Required  |     |   | 31       |

> Major courses; a minimum grade of "C" or 2.0 is required

Key: CR= Credit Hours

**nmcc.edu**

**207-768-2785**

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

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