

# OFFICE ASSISTANT

## 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.



## **SUCCEED HERE**

*Questions?*

*Contact:  
admissions@nmcc.edu*

## 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.

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## OFFICE ASSISTANT

2023-2024

### Certificate Program

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

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

Key: CR= Credit Hours

[nmcc.edu](http://nmcc.edu)

207-768-2785

Northern Maine Community College | 33 Edgemont Drive | Presque Isle, ME 04769

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

2023-2024