PROGRAM PURPOSE

The Office Assistant certificate program is designed to equip students with the essential administrative skills and knowledge needed to excel in a modern office environment. Through a blend of practical training and theoretical instruction, this program prepares students for a wide range of clerical and administrative roles.

Graduates will be proficient in office software, communication techniques, and organizational skills, making them invaluable assets to any professional setting.

Whether you're starting your career or seeking to enhance your current skills, the Office Assistant Program provides a strong foundation for success in today's dynamic workplace.

CAREER OPPORTUNITIES

Office Assistant graduates are prepared for entry-level office positions in related schools, business and 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.

Graduating with an Office Assistant Certificate opens the door to a variety of exciting career opportunities. Equipped with essential administrative skills, you can pursue roles such as Administrative Assistant, Receptionist, Office Coordinator, and Executive Secretary. You'll be well-prepared to work in diverse settings, including corporate offices, healthcare facilities, educational institutions, and government agencies. With proficiency in office software, communication, and organizational tasks, you'll be a valuable asset to any team, ready to support and enhance business operations.

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 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.

OFFICE ASSISTANT
2024-2025
Certificate Program

First Semester			C	L	CR
ACC 110	(ACCT 110)	College Accounting (OR ACC 114)	3	0	3
> BUS 101	**(BUSN 101)**	**Introduction to Business**	**3**	**0**	**3**
CIS 104	(COMP 104)	Introduction to Computer Concepts	1	0	1
> CIS 113	**(COMP 113)**	**Introduction to Microcomputer Applications**	**3**	**0**	**3**
ENG 111	(ENGL 101)	English Composition	3	0	3
MAT 115	(MATH 114)	Business Mathematics (or MAT 116 Quantitative Reasoning)	3	0	3
			16	**0**	**16**

Second Semester			C	L	CR
> ACC 112	**(ACCT 112)**	**Computerized Accounting**	**3**	**0**	**3**
ACC 113	(ACCT 113)	Payroll Accounting	3	0	3
CIS 108	(COMP 241)	Spreadsheet Applications	3	0	3
> SES 129	**(BUSN 129)**	**Office Procedures**	**3**	**0**	**3**
		Elective	3	0	3
			15	**0**	**15**

Total Required   **31**

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

Key: C=Class hours; L=Laboratory; CR=Credit hours