OFFICE ASSISTANT, CERTIFICATE OF ACHIEVEMENT

Banner Code: 1_CM_CSOA
Control Number: 43567
Not Financial Aid Eligible

The Office Assistant Certificate of Achievement will enable students to apply for office personnel positions using Microsoft Office applications or any employment involving word processing, spreadsheets, office databases, and multimedia presentations. A grade of "C" or better is required in all courses. Transfer courses from other California Community Colleges with a grade of C or better will be accepted.

Program Outcomes

1. Use a computer operating system and computer applications for word processing, electronic spreadsheet creation, database management, multimedia presentations, and electronic personal management with competence.
2. Achieve personal development and responsibility for entering the job market.

Review Graduation Requirements (https://catalog.cccd.edu/orange-coast/graduation-requirements/certificates/#achievementtext).

Course	Title	Units
Required Courses		
BUS A138	Business English	3
CIS A090	Beginning Computer Keyboarding 1	1.5
CIS A092	Beginning Computer Keyboarding 2	1.5
CIS A100	Introduction to Computer Applications	3
CIS/BUS A134	Excel 1	2
CIS A137	Microsoft Outlook	2
CIS A149	Office Procedures	2
Total Units		**15**

These sequences at Orange Coast College are curriculum maps for students to finish all requirements for the certificate. There may be advisories, prerequisites, or time requirements that students need to consider before following these maps. **Students are advised to meet with an Orange Coast College Counselor for alternate sequencing.**

Course	Title	Units
Year 1		
Semester 1		
CIS A090	Beginning Computer Keyboarding 1	1.5
CIS A100	Introduction to Computer Applications	3
CIS/BUS A134	Excel 1	2
	Units	6.5
Semester 2		
CIS A092	Beginning Computer Keyboarding 2	1.5
CIS A137	Microsoft Outlook	2
CIS A149	Office Procedures	2

Course	Title	Units
BUS A138	Business English	3
	Units	8.5
	Total Units	15