

# Certificate in Office Assistant/Specialist

## Program Outcomes

Upon completion of this certificate program, students will be able to compose routine correspondence, edit documents and recommend revisions, operate office equipment, schedule appointments, and maintain proper electronic files.

## Employment Opportunities or Additional Educational Options

This certificate will help students prepare for employment as administrative assistants, receptionists, office clerks, and secretaries. Students can continue into other degree paths at two-year or four-year schools. See your advisor frequently if additional education is your plan.

## To Learn More About This Program

Contact James Benak at 269-782-1221 or [jbenak@swmich.edu](mailto:jbenak@swmich.edu).

## Certificate Requirements

To earn this certificate, students must have an overall GPA of 2.0, fulfill the course requirements of the program listed below, and complete a minimum of 28 credit hours. Additionally, the ENGL 103 (103W) course and any prerequisite courses must be completed with a minimum grade of "C."

## Certificate Courses

Course ID	Course	Credits
EDUC 120	Educational Exploration and Planning	1 credit
ENGL 103 or ENGL 103W	Freshman English 2 (or with workshop)	3 to 4 credits
MATH 102	Mathematical Literacy	4 credits
ACCO 201	Principles of Accounting 1	4 credits
BUSI 200	Small Business Management	3 credits
BUSI 214	Business Communications	3 credits
BUSI 240	Professionalism Workshop	1 credit
ISYS 110	Intro to Computer Technology	3 credits
ISYS 181	Spreadsheets	3 credits
ISYS 200	Integrated Applications and Technologies	3 credits
OADM 137	Keyboarding	1 credit
OADM 138	Formatting	2 credits
OADM 142	Intermediate Keyboarding	3 credits

**Total Program Credits: 34**

## Additional Notes About the Certificate in Office Assistant/Specialist Program

- A prerequisite course may be needed prior to enrollment in some courses within this program. Specific prerequisite requirements are listed in the Course Description section in the Course Catalog.
- Courses taken out of sequence may delay a student's ability to complete the program in a timely manner. Please consult your advisor regularly.
- Each student should submit a graduation application at least one full semester before he/she plans to graduate.
- This program is subject to change. Students should consult with their advisor for program updates.

## Example Course Sequence

The following is a sample of a semester-by-semester approach to completing this program.

### FIRST SEMESTER

Courses	Credits	Prerequisites (Minimum Grade of "C" Required)
EDUC 120 Educational Exploration and Planning	1 credit	ENGL 115 or test score (concurrent enrollment allowed)
ENGL 103 or ENGL 103W Freshman English 2 (or with workshop)	3 to 4 credits	ENGL 115 or test score (concurrent enrollment allowed)
BUSI 200 Small Business Management	3 credits	ENGL 115 or test score (concurrent enrollment allowed)
ISYS 110 Intro to Computer Technology	3 credits	None
MATH 102 Mathematical Literacy	4 credits	MATH 098 or test score
OADM 137 Keyboarding (early end class)	1 credit	None
OADM 138 Formatting (late start class)	2 credits	None

### SECOND SEMESTER

Courses	Credits	Prerequisites (Minimum Grade of "C" Required)
ACCO 201 Principles of Accounting 1	4 credits	BUSI 200 (concurrent enrollment allowed)
BUSI 214 Business Communications	3 credits	BUSI 200; ENGL 103 or ENGL 103W
BUSI 240 Professionalism Workshop	1 credit	None
ISYS 200 Integrated Applications and Technologies	3 credits	OADM 138 or ISYS 110
ISYS 181 Spreadsheets	3 credits	ISYS 110
OADM 142 Intermediate Keyboarding	3 credits	Keyboarding and formatting competency or OADM 138; ISYS 110 (concurrent enrollment allowed)

