

OFFICE ASSISTANT CERTIFICATE

15 Semester Credit Hours; Curriculum: 0308

Code	Title	Hours
Courses for a Certificate		
CAB 104	Skill Building and Formatting ¹	3
CAB 110	Windows Fundamentals	1
CAB 125	Word Processing Using Word	2
CAB 130	Presentation Software Using PowerPoint	2
CAB 135	Electronic Spreadsheets Using Excel	2
CAB 150	Visio Fundamentals ²	2
CAB 184	Communication Strategies ¹	3
Total Hours		15

¹ Offered in spring semester only

² Offered in fall semester only

Prior to pursuing this certificate, it is recommended that the student has completed CAB 102 and CAB 106 or have a minimum of 25 wpm keyboarding skills.

Program Learning Outcomes

1. Use current and emerging word processing technologies to produce organizational documents and presentation materials.
2. Perform the current speed and accuracy requirements for typing and 10-key operation in a business environment.
3. Compose business correspondence and create graphics and electronic presentations.
4. Perform basic office functions.

Office Assistant Certificate Pathway

The following Pathway is recommended for students pursuing the Office Assistant Certificate. This certificate cannot be completed in one semester as some courses are offered in fall semester only, and others in spring semester only.

Course	Title	Hours
First Year		
Fall Semester		
CAB 110	Windows Fundamentals	1
CAB 125	Word Processing Using Word	2
CAB 130	Presentation Software Using PowerPoint	2
CAB 150	Visio Fundamentals	2
Hours		7
Spring Semester		
CAB 104	Skill Building and Formatting	3
CAB 135	Electronic Spreadsheets Using Excel	2
CAB 184	Communication Strategies	3
Hours		8
Total Hours		15

Note: Pathway is a recommended sequence of courses. Students should contact the program coordinator with questions related to course prerequisites and recommendations.