



Certificate in Office Assistant

Career Curriculum : 00BUS0016
Minimum Hours: 21
Major Code: 1.2 520401
Effective Date: Fall 2022

FALL SEMESTER

| Dept. No. | | Hrs. | Grade |
|-----------|-----------------------------|----------|-------|
| BUS 116 | < Ç } CE ¹]vP / | 3 | _____ |
| BUS 135 | K([) > vPμ P ^]oo• | 3 | _____ |
| CIS 110 | }u%μš CE %%)CE š]w••3 | 3 | _____ |
| | | 9 | |

NOTES AND INFORMATION

¹ WCE}([] v Ç AE u]• Å]e-CEo <μ|]CE]vP^ í%òCE} μ š]}v š
• ði Á%u Á]šZ v} u}CE šZ v šZ CE]vμšCE (S)CE%PZ š šZ CE
š]u]vP• (}CE •šμ v š%CE šPCE]uPÁšZ Z •}μv IP CE}μv
I Ç } CE]vPX ^ Ç}μCE Å]}CE }CE šZ Z]CE% CE•}v
Department for information.

² ^šμ v š• %μCE•μ]vP šZ , ošZ CE D v P u v š %•š
o μCE š PCE]všš]š]šZ}CE •Z}μo š I D d íi }CE
v KD íñX

Career Opportunities: W}•]š]}v• • v }([] ••]•š v š }CE P v C
CE Å]o o]v ou}•š Å CEÇ CE }(šZ }v}uÇX dZ
šdZ}•r@ %nÁ@\$P]@Nu CE]v`adZ}•] 0 Au š Å P spàÀ

:}Zv X >}P v }oo P CE • CEÅ • šZ CE]PZš š} u}](Ç š.
v X Wo • !oμU •R P15A>-2.4 2.9 <019A>1.6 <015A>4 <01C5D0128

| | | | |
|---------|---|---------|-------|
| BUS 230 | K([] WCE} μCE • | 3 | _____ |
| D d 113 | ORD d íí/všCE} μ š]}v š } }v š u%}CE CE Ç D ÇZ u š] • BUS 111 μ•]v •• D šZ u š] • | 3 | _____ |
| KD 115 | E ^%íí ÇR v P o]•Z }u%}•]š]}v KD116 Interpersonal }uuμv] š]}v | 3 12 | —3— |