

## Office Professional Certificate – 5470

Requirements Effective Fall 2015

### Program Planning Sheet

**Program Description:** This is the third in a series of ladder certificates within the Administrative Assistant program. This certificate prepares students for jobs such as administrative assistants and office coordinators.

**Prerequisites:** Many classes have prerequisites. Prerequisites are those classes that prove eligibility for entry-level classes by testing or by having satisfied prior course work. Course work earned at other institutions must be unofficially evaluated or approved by a program advisor before registering.

**Office Professional Prerequisites:** Type 45 correct words a minute, Office Assistant Certificate and Office Support Certificate; or instructor permission.

**Note:** Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

<b>Program Requirements</b>		
<b>Course Number</b>	<b>Certificate Requirements (27 credits)</b>	<b>Credit Hours</b>
BUS 117	Records Management	2
BUS 119	Leadership & Management	3
BUS 172	Information Technology III	5
BUS 230	Business Communications	5
BUS 205	Human Resources Management	5
ACCT 110 or ART 210 or **Approved Pathway Course	Introduction to Accounting/Bookkeeping Digital & Graphic Art/ Photoshop + Illustrator	5
CWE 110	Internship	2
		<b>Total Credits: 27</b> (excluding prerequisites)

\*\* See Business Department Coordinator for Course Approval

#### Program Outcomes:

- Apply a variety of office productivity software to create effective business solutions.
- Complete multi-faceted projects on time and within budget by leveraging the skills and abilities of the members of the team
- Identify various management and leadership styles and the pros and cons of each.

#### What Skills do I need to be successful in this field?

- <http://www.onetonline.org/link/summary/43-6014.00>

### What are some potential job titles?

- Administrative Assistants
- Office Assistant II
- Office Coordinators

### Wages, employment trends and pathways

- <http://www.onetonline.org/link/summary/43-6014.00#WagesEmployment>

**Course Sequence:** This program of study is outlined by quarter, and courses should be taken in the indicated sequence. However, it should not be concluded that students will always proceed through their program of study exactly as prescribed here. The number of quarters listed here is minimal. Not all courses are offered every quarter. Individual student experiences, educational and training background, and personal schedules and demands all may affect the time it takes to finish this program. Also, in general, summer quarter is not considered one of the full-time quarters in the program.

**1<sup>st</sup> quarter:** BUS 117, BUS 119, BUS 172, BUS 230

**2<sup>nd</sup> quarter:** ACCT 110 or ART 210 or Approved Pathway Course, BUS 205, CWE 110

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**Program Website:** <https://northseattle.edu/certificates/office-professional-certificate>