



Office Assistant Certificate - 25 credits

Program Area: Administrative Support Careers (Fall 2018)

*****REMEMBER TO REGISTER EARLY*****

Program Description

This program is designed to prepare the student for employment as an Office Assistant. Office Assistants perform a wide variety of office tasks. Duties often require keyboarding/typing business correspondence, reports, forms, and other material; filing and retrieving documents and records; sorting and distributing mail; and answering telephones. Office Assistants may use computers, transcribing machines, calculating machines, and photocopiers.

The Office Assistant Certificate transfers seamlessly into LSC's Information Processing Assistant Diploma and the Administrative Office Specialist AAS Degree.

Program Outcomes

- Plan and produce professional written business correspondence using correct English and proofreading skills
- Plan and deliver verbal presentations using correct English skills
- Demonstrate keyboarding production proficiency
- Apply ARMA indexing and filing procedures and rules
- Transcribe various types of material into mailable documents using correct English skills
- Exhibit ethical behavior, positive self-image, and professional conduct
- Utilize computer productivity software for business applications
- Develop a job search plan, appropriate documents, and exhibit appropriate interview skills
- Analyze and record business transactions, generate reports, and prepare financial statements

Required Courses

Number	Name	Credits	Term
ADSC 1415	Keyboarding I	3	
ADSC 1419	Business English	3	
ADSC 1425	Calculators/Ten-key	1	
ADSC 1430	Microsoft Office	3	
ADSC 1440*	General Office Procedures	3	
ADSC 1420	Business Communications	3	
ADSC 1421*	Business Presentations	3	
ADSC 1442*	Records Management	2	
ADSC 1452*	Transcription and Editing	3	
ADSC 1718*	Keyboarding Drills	1	

Total Credits **25**

*Requires a prerequisite or a concurrent course

Pre-program Requirements

Successful entry into this program requires **basic computer skills** and a specific level of skill in the areas of English, mathematics, and reading. Program entry will depend, in part, on meeting the prerequisites listed below:

English/Reading:

- A score of 78 or higher on the reading comprehension portion of the Accuplacer, or
- Completion of ENGL/READ 0950 or 0955 OR equivalent course or higher. ENGL/READ 0955 may be taken concurrently.



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For interpretation of test results and selection of appropriate coursework;
or general information about the program, admissions, financial aid, and getting started at LSC,
contact the professional advising team at pat@lsc.edu or 218-733-7601

For more information about the Information Processing Assistant Diploma including course descriptions, course prerequisites, the gainful employment disclosure, and potential career opportunities, see program website:
<https://degrees.lsc.edu/office-assistant/>

- or -

Contact Faculty Advisor, Dianne Mencil, Dianne.mencil@lsc.edu or 218-733-5996



MINNESOTA STATE

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