Office Assistant Certificate - 25 credits
Program Area: Administrative Support Careers (Fall 2020)

***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 photocopers. 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

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

There are other ways to qualify. Visit LSC Accuplacer (lsc.edu/Accuplacer) to find out more.

Required Courses

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

Total Credits 25
*Requires a prerequisite or a concurrent course
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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 (pat@lsc.edu) or 218-733-7601

For more information about the Office Assistant Certificate including course descriptions, course
prerequisites, the program report, and potential career opportunities,
see the program website (https://degrees.lsc.edu/office-assistant/)

or

Contact Faculty Advisor, Dianne Mencel (dianne.mencel@lsc.edu) or 218-733-5996

CIP Code: 52.0408
Minnesota State Program ID: 4884
LSC Major ID: 5005

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Updated: 2/1/20

All courses in diploma and/or certificate programs are acceptable for credit toward Lake Superior College degree programs as indicated on individual program planners. This is not a contract; Lake Superior College reserves the right to change the planner as necessary. This document is available in alternative formats upon request, by contacting Disability Services or (218) 733-7650 or MRS/TTY (800) 627-3529.