

**Office Assistant Certificate - 25 credits**  
Program Area: Administrative Support Careers (Fall 2019)

**\*\*\*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	Business Computers/ 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](mailto:pat@lsc.edu) (pat@lsc.edu) or 218-733-7601

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

- or -

Contact Faculty Advisor, [Dianne Mencil](#) or 218-733-5996

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MINNESOTA STATE

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

Created: 3/1/05  
AASC Approval: 5/6/15  
Updated: 2/1/19

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