

Advisor _____
 Assigned By _____



Name _____
 Date _____

2018-2019 EDUCATIONAL PLAN

Certificate of Proficiency

Office Assistant

Course Placement Recommendations: English _____ Reading _____ Math _____

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|----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> COMPASS | <input type="checkbox"/> ENGL 098 | <input type="checkbox"/> READ 099 | <input type="checkbox"/> MATH 095 | <input type="checkbox"/> MATH 098 |
| <input type="checkbox"/> ASSET | <input type="checkbox"/> ENGL 099 | | <input type="checkbox"/> MATH 096 | <input type="checkbox"/> MATH 099 |

Prerequisites include: demonstrated proficiency in math, reading, English, keyboarding and basic computer skills.

Fall Quarter, First Year **Credits**

ACCT	110	Practical Accounting I	3
BTEC	102	Skillbuilding I	3
BTEC	110	Business English	5
BTEC	210	Word I	<u>5</u>
			16

Winter Quarter, First Year **Credits**

ACCT	120	Practical Accounting II	3
BTEC	205	Outlook	1
BTEC	214	Excel I	5
BTEC	233	Files Management	3
BTEC	222	PowerPoint	1
HLTH	145	Safety & Fitness	<u>3</u>
			16

Spring Quarter **Credits**

BTEC	120	Applied Business Math	5
BTEC	220	Ten-Key Calculator	1
BTEC	224	Office Procedures	5
H R	110	Human Relations-Workplace	<u>5</u>
			16

Total Credits 48

QTR/YR _____ CREDITS _____

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QTR/YR _____ CREDITS _____

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QTR/YR _____ CREDITS _____

Business

Emphasis: Office Assistant

Degree: Certificate of Proficiency

Purpose:

The Office Assistant Certificate program prepares students for entry-level employment as office assistants. Prerequisites include: demonstrated proficiency in math, reading, English, and basic keyboarding skills.

Program Outcomes - Students who successfully complete this program should be able to:

- A. Demonstrate the ability to keyboard with speed and accuracy
- B. File correctly using alphabetic, numeric, geographic, and subject filing systems
- C. Apply rules of grammar, punctuation, and spelling in written and oral communications
- D. Prepare documents using advanced features in word processing software
- E. Format basic business letters, memos, reports, tables, and newsletters to office standards
- F. Solve basic business math problems
- G. Operate a 10-key electronic calculator by touch
- H. Analyze and calculate data using spreadsheet software
- I. Demonstrate the ability to apply acquired skills in the workplace
- J. Demonstrate the ability to relate effectively with others in the classroom
- K. Demonstrate human relations skills and professional behavior necessary for successful job performance
- L. Analyze and organize business transactions applying bookkeeping theory and systems
- M. Develop effective presentations using presentation software
- N. Develop effective communications skills using electronic software
- O. Possess a basic understanding of receiving office visitors, using the telephone, scheduling appointments, customer service, and confidentiality skills in an office.

Learning Themes:

General education outcomes at Centralia College help students, faculty, and the general public identify what learning is expected when a student has completed a degree or program. The administration, faculty, and staff have agreed upon the following five Learning Ability Themes which students can expect to encounter in most courses and by the completion of any degree or program.

Reasoning:

The ability to extract information from data, develop ideas and solutions, establish logical progression in thinking, and problem solve using such procedures as literary analysis or the scientific methods.

Written, Oral and Visual Communication:

The ability to make oneself understood in public, interpersonal, professional, artistic, and technical arenas.

Exploration-Self and Others:

An awareness of the values, beliefs, customs, and contributions of persons from one's own and other traditions, ethnicities, classes, and genders.

Resourcefulness:

The ability to adapt to change, such as technological innovations or environmental conditions.

Responsibility:

The ability to be accountable to self, society, and the natural world.

Note: Students who plan on transferring to the University of Washington will also need to take one full-year of a foreign language if they have not studied that language for the required amount of time in high school. Also, students going to the University of Washington may wish to take at least one five-credit designated writing course. Enroll any quarter.

Estimated Quarterly Program Costs (subject to change without notice)

Tests: Accuplacer	\$15
Resident Tuition (15 credits) and fixed fees*:	\$1399
US Citizen Nonresident Tuition (15 credits) and fixed fees*:	\$1536
Non US Citizen Nonresident Tuition (15 credits) and fixed fees*:	\$3202
*Tuition is subject to change due to State Legislative actions	
Books and supplies (estimate):	\$584
Lab fees:	Refer to quarterly class schedule.

Centralia College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Centralia College Vice President of Human Resources and Legal Affairs, 600 Centralia College Blvd., Centralia, WA 98531.