



Business Office Assistant Certificate of Achievement

This certificate is designed to provide students with the tools needed for entry-level office positions. The Office Assistant Certificate is appropriate for students who do not have any clerical work experience. Upon completion of the Office Assistant Certificate, the student would be preparing for an office position as a trainee.

SUGGESTED PROGRAM COURSE SCHEDULE

SEMESTER 1

6 UNITS

Course	Units	Pre-Reqs [^]	Semesters offered*	GE Area
BUSTEC 101 Computer Keyboarding: 10-key	1	None	F(O), S(O)	
BUSTEC 302 Computer-keyboarding	2	Advisory: ESLR 320	F, S, Su	
CISC 302/ JOUR 330 Computer Familiarization	2	None	F(O), S(O), Su(O)	CRC Area III(b)
CISA 318 Exploring Spreadsheet Software	1	None	F(O), S(O)	

SEMESTER 2

8 UNITS

Course	Units	Pre-Reqs [^]	Semesters offered*	GE Area
BUSTEC 120 Skills for Today's Office	1	Advisory: BUSTEC 320 or keyboarding speed ≥ 25 WAM and CISA 305 & 315	Check Class Schedule for Offering	
BUSTEC 303 Computer-Keyboarding Formatting	2	BUSTEC 302	S	
BUSTEC 304 Computer-Keyboarding Speed-and-Accuracy	2	BUSTEC 302	S	
BUS 100 Eng for the Professional	3	ENGRD 110 and ENGWR 51 or ESL 320 & ESLW 320; Advisory: BUSTEC 302 & 303	F(O), S(O)	

[^]You must have passed the prerequisite course(s) with a "C" or better; Corequisite must be taken during the same semester; Advisory means it is recommended but not required to enroll in the course.

*(O) = online available (H) = hybrid available

Career Options/Outlook: Office clerks perform too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

A sample of reported job titles:

Administrative Clerk (Admin Clerk), Clerical Aide, Clerical Assistant, Clerk, General Clerk, Office Assistant, Office Clerk, Office Coordinator, Office Services Specialist, Office Support Assistant

Projected job openings in California (2016-2026):

38,760

Projected growth:

Little to no change (0%)

Salary in California:

Median wage (2018) with advanced degree: \$35,320/yr

Source:

<https://www.onetonline.org/link/summary/43-9061.00>

SEMESTER 3

4 UNITS

Course	Units	Pre-Reqs [^]	Semesters offered*	GE Area
CISA 305 Beg Word Processing	2	BUSTEC 302 or keyboarding speed of ≥ 25 WAM	F(O), S(O), Su(O)	
CISA 315 Intro to Electronic Spreadsheet	2	Advisory: CISC 302 or 310	F(O), S(O), Su(O)	

[^]You must have passed the prerequisite course(s) with a "C" or better; Corequisite must be taken during the same semester; Advisory means it is recommended but not required to enroll in the course.

*(O) = online available (H) = hybrid available

Honors option:

The CRC Honors Program is designed specifically for academically accomplished students and for students with the potential for high achievement. Students who complete 15 units or more in honors-designated courses will earn special recognition as an Honors Scholar, a distinction that may entitle the student to guaranteed transfer and scholarship opportunities at select transfer colleges and universities.

Transfer notes:

Please meet with a counselor for specific transfer course evaluation or transferring to a specific 4-year institution.