

OFFICE PROFESSIONAL - ONE-YEAR CERTIFICATE OF COMPLETION (CC1)

Description

The Office Professional One-Year Certificate of Completion prepares students for occupations such as executive secretaries and administrative assistants, human resources assistants, and clerks. The program can be completed in an academic year; students can continue to earn the Associate of Applied Science in Business Administration.

Program Learning Outcomes

Upon successful completion of the certificate, students will be able to:

1. Apply effective written and verbal communication skills individually and in groups.
2. Apply analytical, technology, and reasoning skills relevant to the profession.
3. Apply appropriate ethical choices on both a professional and personal level.
4. Identify and resolve business problems through critical thinking and the decision-making process.

Entrance Requirements

Academic Entrance Requirements

Recommended:

- High school diploma or GED
- Completion of WR 065 Rhetoric and Critical Thinking II or higher or minimum placement Wr/Comm Level 7
- Completion of MTH 060 Beginning Algebra or higher or minimum placement Math Level 10
- Keyboarding at 25 words per minute or higher; CIS 010 Computer Keyboarding is recommended for those needing basic keyboarding skills

Course Requirements

Course	Title	Credits
Core Courses		
BA 101Z	Introduction to Business	4
BA 104	Business Math	3
BA 169Z	Data Analysis Using Microsoft Excel	4
BA 178	Customer Service	3
BA 206	Management Fundamentals I	4
BA 214	Business Communications	3
BA 223	Marketing Principles I	4
BA 233	Internet Marketing	4
CIS 120	Computer Concepts (or Computer Competency Test)	0-4
CIS 131	Software Applications	4
LIB 100	Introduction to Finding Information	1
Choose one course from the following:		3-4
BA 217	Accounting Fundamentals	
BA 218	Personal Finance	
BA 224	Human Resources Management	

BA 280 Co-op Work Experience Business

Total Credits

37-42

Performance Standards

- Academic Requirements:
 - Students must have a 2.0 cumulative GPA to earn a COCC certificate or degree.
 - All courses in the program must be completed with a grade of C or higher.
- Additional Requirements:
 - Academic dishonesty will not be tolerated and can result in the offending student being dropped from the program. Students wishing reinstatement must seek endorsement from the department chair after completing a progressive review.

Sample Plan

First Year

Fall		Credits
BA 101Z	Introduction to Business	4
BA 104	Business Math	3
BA 178	Customer Service	3
CIS 120	Computer Concepts (or Computer Competency Test)	0-4
LIB 100	Introduction to Finding Information	1
Credits		11-15

Winter

BA 214	Business Communications	3
BA 206	Management Fundamentals I	4
BA 223	Marketing Principles I	4
CIS 131	Software Applications	4
Credits		15

Spring

BA 169Z	Data Analysis Using Microsoft Excel	4
BA 233	Internet Marketing	4
Choose one course from the following:		3-4
BA 217	Accounting Fundamentals	
BA 218	Personal Finance	
BA 224	Human Resources Management	
BA 280	Co-op Work Experience Business	
Credits		11-12
Total Credits		37-42