

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 program, 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 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 125E | Excel | 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 233 | Internet Marketing | 4 |
| CIS 125E | Excel | 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 |