

**Genesee Community College**  
 937–Office Assistant–Certificate  
 SEMESTER COURSE PLANNING WORKSHEET  
 2009-2010

<b>Suggested First Semester</b>	<b>Credits</b>	<b>Suggested Second Semester</b>	<b>Credits</b>
ENG101 (By Placement)	3	OFT205	3
OFT102	3	OFT260	3
CIS116*	3	OFT201	3
BUS106	3	OFT240	3
ACC106	3	BUS217	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>

***\*NOTE:** This certificate program is designed to be completed in one calendar year—first semester is a spring semester. However, students who do not receive advanced placement credit for OFT101 cannot complete this program in one year. Options open to these students include completing OFT101 during the fall or completing the program in four semesters.*

**\*If a student has no prior or very limited computer experience upon entering this program, it is recommended that they take CIS102 (Intro to Computers) during their first semester on campus.**

### General Curriculum Information

**English (by placement):** Satisfactory completion of the writing skills exam is a prerequisite for ENG101. Students who do not satisfactorily complete the writing exam must register for ENG091 and/or ENG100 prior to completing their six (6) hour English sequence.

**Mathematics (by placement):** Mathematics placement is based on the ACT, ASSET, or COMPASS placement test.

**Reading Proficiency Requirement:** All students will be required to demonstrate proficiency in reading through testing prior to earning a degree or certificate. Students who do not meet the required standard will be expected to begin remediation immediately.

**Advanced Placement Credits:** Advanced placement credit is available in this program for any student having previous experience in keyboarding. Examinations are given at least once a year in keyboarding.

**Prerequisite Requirements:** The above listing of courses need not be taken in this order. The only restriction on course sequence is that the prerequisite requirements as listed with the course description in the catalog must be followed. Please consult the current catalog or an advisor to clarify any questions you may have concerning this.

937	Degree Requirements for Office Assistant Certificate 2009-2010	CERT
<b>1</b>	<b>COMMUNICATIONS</b>	<b>3</b>
	ENG101 English Communications 1	
<b>2</b>	<b>BUSINESS</b>	<b>27</b>
	ACC106 Basic Accounting <b>or</b> ACC101 Accounting 1	3
	BUS106 Business Communications	3
	CIS116 Microcomputer Applications	3
	OFT102 Intermediate Keyboarding	3
	OFT201 Production Keyboarding	3
	OFT205 Transcription	3
	OFT240 Administrative Office Systems	3
	OFT260 Desktop Publishing	3
	BUS217 Co-op Education	3
	<b>TOTAL</b>	<b>30</b>
	<b>Reading &amp; Math Proficiency Required</b>	
	<b>Minimum QPI: 2.00</b>	

Revised: 5/30/00, 4/24/01, 5/10/02, 2/26/04, 2/26/07