

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date: \_\_\_\_\_



(Certificate)

# Office Assistant

ICCB Code: C 044H

Required Courses							
<b>First Semester</b>	Lec	Lab	Cr	RCC	Sem/Yr	Transfer	
Bus 110 Business Math	3	0	3				
OT 114 Word Processing & Presentation (New Course)	2	2	3				
OT 116 Database Applications (New Course)	2	2	3				
OT 119 Business English	3	0	3				
OT 170 Professional Office Procedures (formerly OT 250)	3	0	3				
Subtotals	13	4	15				
<b>Second Semester</b>	Lec	Lab	Cr				
IT 120 Spreadsheet Applications	2	2	3				
IT 130 Word Processor Applications	2	2	3				
OT 113 Editing and Proofreading (New Course)	3	0	3				
OT 120 Business Communications	3	0	3				
OT 150 Records Management	3	0	3				
OT 160 Office Accounting (or Acct 101)	3	0	3				
Subtotals	16	4	18				
<b>Third Semester</b>	Lec	Lab	Cr				
Subtotals	0	0	0				
<b>Fourth Semester</b>	Lec	Lab	Cr				
OT 210 Statistical Keyboard Entry	2	2	3				
Subtotals	2	2	3				
<b>Program Total 36</b>							

Other Graduation Requirements:  
 2.00 (C) Grade Point Average for all courses at RCC

Comments: \_\_\_\_\_  
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