COMPUTER INFORMATION SYSTEMS

Office Assistant Certificate

This 8 credit-hour certificate program prepares students for positions as assistants in a business office. Students are introduced to advanced word processing and spreadsheets, to use of the Internet including Web browsing and e-mail, and to integrated use of word processing, spreadsheet, and presentation software. Students are also introduced to office skills such as time and records management and collaboration. This certificate is the first in a two-certificate sequence and may be followed by the Administrative Assistant certificate.

Number	Course Title	Credits
CAS 105	Word Processing Software[1] and	
CAS 115	Spreadsheet Software[1] and	
CAS 125	Database Software[1] or	
CAS 160	Introduction to Business Software Packages	3
CAS 135	Presentation Software	1
CAS 205	Advanced Word Processing Software	1
CAS 215	Advanced Spreadsheet Software	1
CAS 290	Office Assistant Capstone	2

[1] Students may take CAS 105, CAS 115 and CAS 125 OR CAS 160 to satisfy this requirement.