

Certificate in Office Assistant/Specialist

Program Overview

Upon completion of this certificate program, students will be able to compose and edit routine business communications and manage an office including basic bookkeeping, business planning, and business operations.

To Learn More About This Program

Contact Andrew Churchill at 269-782-1218 or achurchill@swmich.edu.

Certificate Requirements

To earn this certificate, students must have an overall GPA of 2.0, fulfill the course requirements of the program listed below, and complete a minimum of 21 credit hours. Additionally, the ENGL 103 (103W) course and any prerequisite courses must be completed with a minimum grade of C.

Course Offerings

Students pursuing a Certificate in Office Assistant/Specialist may complete select courses for this program online. Courses within this program may also be offered on-site at our Dowagiac or Niles Campus.

Certificate Courses

Course ID	Course	Credits
ENGL 103 or ENGL 103W	Freshman English 2 (or with workshop)	3 to 4 credits
MATH 102	Mathematical Literacy	4 credits
ACCO 201	Principles of Accounting 1	4 credits
BUSI 200	Small Business Management	3 credits
BUSI 214	Business Communications	3 credits
BUSI 240	Professionalism Workshop	1 credit
ISYS 110	Intro to Computer Technology	3 credits
ISYS 181	Spreadsheets	3 credits

Complete 3 courses from the list below

Course ID	Course	Credits
ACCO 204	Microcomputer Accounting Applications	3 credits
BUSI 201	Principles of Management	3 credits
BUSI 207	Business Law 1	3 credits
BUSI 210	Personal Finance	3 credits
BUSI 220	Marketing	3 credits
BUSI 221	Advertising	3 credits

Total Program Credits: 33

Additional Notes About the Certificate in Office Assistant/Specialist Program

- A prerequisite course may be needed prior to enrollment in some courses within this program. Specific prerequisite requirements are listed in the Course Description section in the Course Catalog.
- Courses taken out of sequence may delay a student's ability to complete the program in a timely manner. Please consult your advisor regularly.
- Each student should submit a graduation application at least one full semester before he/she plans to graduate.
- This program is subject to change. Students should consult with their advisor for program updates.

Example Course Sequence

The following is a sample of a semester-by-semester approach to completing this program.

FIRST SEMESTER

Courses	Credits	Prerequisites (Minimum Grade of C Required)
ENGL 103 or ENGL 103W Freshman English 2 (or with workshop)	3 to 4 credits	ENGL 103W: test scores ENGL 103: ENGL 115 or test scores (concurrent enrollment allowed)
BUSI 200 Small Business Management	3 credits	ENGL 115, ENGL 103W, ENGL 103, ENGL 104, or test scores (concurrent enrollment in ENGL 115 allowed)
ISYS 110 Intro to Computer Technology	3 credits	None
MATH 102 Mathematical Literacy	4 credits	MATH 098 or test score
Program Elective	3 credits	See Course Description for details

SECOND SEMESTER

Courses	Credits	Prerequisites (Minimum Grade of C Required)
ACCO 201 Principles of Accounting 1	4 credits	BUSI 200 (concurrent enrollment allowed)
BUSI 214 Business Communications	3 credits	ENGL 103 or ENGL 103W; BUSI 200 recommended
BUSI 240 Professionalism Workshop	1 credit	None
ISYS 181 Spreadsheets	3 credits	ISYS 110
Program Elective	3 credits	See Course Description for details
Program Elective	3 credits	See Course Description for details