

# 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
<b>Core Courses</b>		
BA 101	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 101	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
<b>Credits</b>		<b>11-15</b>

### Winter

BA 214	Business Communications	3
BA 206	Management Fundamentals I	4
BA 223	Marketing Principles I	4
CIS 131	Software Applications	4
<b>Credits</b>		<b>15</b>

### 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	
<b>Credits</b>		<b>11-12</b>
<b>Total Credits</b>		<b>37-42</b>