

## Office Assistant (OFF)

**THE CERTIFICATE:** Office Assistant

**THE PROGRAM:** develops basic office communication skills, provides an understanding of business organization and practices, and includes extensive hands-on experience with manual and computerized bookkeeping and automation software tools.

**YOUR NEXT STEP:** employment in a variety of business, bookkeeping, and medical office settings, or continuation in a business-oriented associates degree.

REQUIRED COURSES	CREDITS
ACC 121 Principles of Financial Accounting I .....	4
ACC 122 Principles of Financial Accounting II .....	4
BUS 105 Personal Financial Literacy .....	3
BUS 111 The Contemporary Business World.....	3
CIS 140 Microcomputer Software Tools I .....	3
CIS 141 Microcomputer Software Tools II.....	3
CIS 145 Relational Database and Application .....	3
ENG 101, 103, or 105 English Composition I .....	3
PSY 101 Principles of Psychology .....	3
PCS 101, PCS 121, PCS 131, or PCS 141 Personal Communication Skills .....	3
<b>TOTAL</b>	<b>32</b>

### PROGRAM COORDINATOR

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