



# Business, Office Assistant Certificate

This certificate is designed to provide students with the tools needed for entry-level office positions. The Office Assistant Certificate is appropriate for students who do not have any clerical work experience. Upon completion of the Office Assistant Certificate, the student would be preparing for an office position as a trainee.

**Total Units: 20**

## First Year

### Semester 1

8 Units

COURSE	UNITS	PRE-REQS <sup>^</sup>	SEMESTERS OFFERED*
<b>BUSTEC 101</b> Computer Keyboarding: 10-Key	1		F(O), S(O)
<b>BUSTEC 302</b> Computer-Keyboarding	2		F, S, Su
<b>CISC 302<sup>1</sup></b> <b>Z</b> Computer Familiarization	2		F(O), S(O), Su(O)
<b>3 units from List A</b>	3		See List A

**Z** At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free Textbook filter to find these courses. Learn more on the [ZTC page of the college website](#).

<sup>1</sup> Also listed as JOUR 330

### Semester 2

8 Units

COURSE	UNITS	PRE-REQS <sup>^</sup>	SEMESTERS OFFERED*
<b>BUSTEC 120</b> <b>Z</b> Skills for Today's Office	1	Advisory: BUSTEC 320 or keyboarding speed 25 or more WAM and CISA 305 & 315	Check Class Schedule for offering
<b>BUSTEC 303</b> Computer-Keyboard Formatting	2	BUSTEC 302	S
<b>BUSTEC 304</b> Computer-Keyboard Speed-and-Accuracy Building	2	BUSTEC 302	S

## Career

### Options/Outlook:

Office clerks perform too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

### A sample of reported job titles:

Administrative Clerk (Admin Clerk), Clerical Aide, Clerical Assistant, Clerk, General Clerk, Office Assistant, Office Clerk, Office Coordinator, Office Services Specialist, Office Support Assistant

### Projected job openings in California (2020-2030):

32,370

### Projected growth in California (2020-2030):

2% growth

### Median Salary in California (2021):

\$38,740/yr

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
<b>BUS 100</b> <sup>Z</sup> English for the Professional	3	ENGRD 101 & ENGWR 51 or ESL 320 & ESLW 320; Advisory: BUSTEC 302 & 303	F(O), S(O)

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## Year 2

### Semester 3

4 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
<b>CISA 305</b> Beginning Word Processing	2	BUSTEC 302 or keyboarding 25 or more WAM	F(O), S(O), Su(O)
<b>CISA 315</b> Introduction to Electronic Spreadsheets	2	Advisory: CISC 302 or 310	F(O), S(O), Su(O)

^You must have passed the prerequisite course(s) with a "C" or better; Corequisite must be taken during the same semester; Advisory means it is recommended but not required to enroll in the course.

\*(O) = online available (P) = partially online

### List A-a Minimum of 3 units from the following:

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
<b>BUS 300</b> <sup>Z</sup> Introduction to Business	3		Check Class Schedule for offering
<b>BUS 310</b> <sup>Z</sup> Business Communications	3	BUS 100; Advisory: Ability to key 30+ WAM	Check Class Schedule for offering
<b>BUSTEC 302</b> Computer-Keyboarding	2		Check Class Schedule for offering
<b>CISA 340</b> <sup>Z</sup> Presentation Graphics	2	Advisory: CISC 302 or 310	Check Class Schedule for offering

### Source:

<https://www.onetonline.org/link/summary/43-9061.00>

### Honors option:

The CRC Honors Program is designed specifically for academically accomplished students and for students with the potential for high achievement. Students who complete 15 units or more in honors-designated courses will earn special recognition as an Honors Scholar, a distinction that may entitle the student to guaranteed transfer and scholarship opportunities at select transfer colleges and universities.

### About this map:

This program map represents one possible pathway to complete the program. Please see a counselor to create an education plan that is customized to meet your needs. This map is not a guarantee of course availability or financial aid applicability.

### Zero Textbook Costs (ZTC):

The Zero Textbook Costs designation and logo are added to any course that provides free access to all required instructional materials. These are typically shared with students through Canvas. Courses that are designated as ZTC may still require students to purchase supplemental materials such as lab coats, a calculator, art supplies, etc. See full definitions and searching tips on the [Zero Textbook Costs page](#) of the college website.

COURSE	UNITS	PRE-REQS <sup>^</sup>	SEMESTERS OFFERED*
<b>CISC 308</b> <sup>Z</sup> Exploring Computer Environments and the Internet	1		Check Class Schedule for offering
<b>CISC 310</b> <sup>Z</sup> Introduction to Computer Information Science	3	Advisory: familiar with basic functions of word process, spreadsheet, web browser software applications	Check Class Schedule for offering

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Counselor Contact: Chris Torres | Faculty Contact: Man Phan