



Business

Wallace State Community College



General Office Assistant Short Certificate Completion Outline

The General Office Assistant Short Certificate is designed for individuals seeking general skills to be employed in an office environment and/or to update office skills. Emphasis is placed on current software applications. It is recommended that individuals have basic computer skills and knowledge of fundamental accounting concepts before beginning this certification.

(Recommended Order—Schedule assumes student begins in Fall semester.)

1st Semester†		Hours	Semester Offered
_____ OAD 101	Keyboarding I	3	Fall, Spring, Summer
_____ OAD 125	Microsoft Word	3	Fall, Spring, Summer
_____ OAD 138	Records & Information Management	3	Fall
2nd Semester			
_____ OAD 103	Keyboarding II	3	Fall, Spring, Summer
_____ OAD 126	Microsoft Word II	3	Spring
_____ OAD 137	Electronic Financial Recordkeeping††	3	Spring
_____ OAD 243	Microsoft Excel	3	Fall, Spring, Summer
Summer Semester			
_____ OAD 231	Office Applications	3	Summer
		24 Total	

NOTE: †Navigating Windows (OAD 110) is required for students without basic computer skills.

††Principles of Accounting (BUS 241) is required for students who have no prior accounting background.