

**Certificate
in
Office Assistant**

Career Curriculum : 00BUS0016
Minimum Hours: 21
Major Code: 1.2 520401
Effective Date: Fall 2022

FALL SEMESTER

Dept. No.	Hrs.	Grade
BUS 116	3	_____
BUS 135	3	_____
CIS 110	3	_____
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NOTES AND INFORMATION

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Career Opportunities: W } •]s } v • • v } (() • •] • s v s } OE P v C OE A]o o]v ou } • s A OE C OE } (s Z } v } u C X d Z s d Z } • r @ % n @ \$ P] @ N u OE] v ' a d Z } •] 0 A u s A P s p a A : } Z v X > } P v } o o P OE • OE A • s Z OE] P Z s s } u }] (C s v X W o • ! o u U • R P 15A > 2.4 2.9 < 019A > 1.6 < 015A > 4 < 01C5D0128