



# Office Assistant Certificate (C092) Program Course Requirements 2019-2020

Revised 2/20/2019

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

## Required Core Courses

Course #			Title	Credits	Lec Hrs	Lab Hrs
BUSN	1102		Accounting for Non-Accountants	3	3	0
BUSN	1162		Customer Relations	3	3	0
BUSN	1166		Business Communications	3	3	0
COMP	1120		Introduction to Computer Applications	3	3	0
COMP	1121		Advanced Computer Applications	3	3	0
MGMT	1114		Human Resource Management	3	3	0
<b>Total Required Core Credits</b>				<b>18</b>		

## GRADUATION REQUIREMENT

**18**

*\*Denotes Prerequisite*

**In addition to the program requirements listed above, students must meet the following conditions in order to graduate:**

1. College Cumulative GPA Requirement: Cumulative grade point average (GPA) of credits attempted and completed at CLC must be at least 2.0;
2. Residency Requirement: students must complete 25% of their credits at Central Lakes College.

**Individual semester plans are determined between instructor/advisor  
and student to best meet the needs of the student.**