



A Course of Study for
Online
OFFICE TECHNOLOGY
Certificate of Achievement Programs
 (formerly Office Information Technology)

Office workers are responsible for a variety of administrative and clerical duties necessary to run and maintain organizations efficiently. They use a variety of software, produce correspondence, maintain databases, manage projects, as well as organize meetings, manage records, and schedule appointments. Office workers find employment in a variety of settings, such as corporations, government agencies, schools, and hospitals. Some related job titles include office assistant, administrative assistant, executive assistant, and data entry/clerical.

This major may also lead to many other careers. For additional possibilities, visit the Career Services Center on campus to utilize computerized career information systems and other valuable career resources.

CERTIFICATE OF ACHIEVEMENT

Catalog rights dictate that a student may satisfy the requirements of a degree or certificate by completing the general education and major/area of emphasis requirements in effect at any time of their continuous enrollment. Continuous enrollment is defined as enrollment in consecutive Fall and Spring semesters until completion.

At least 50% of the units required for Certificates of Achievement must be completed at Santa Monica College.

Each course completed with a grade of C (2.0) or higher.

Please note: This Certificate of Achievement may be expanded into Associate in Arts degrees by completing a total of 60 units that include the general education requirements and recommended courses from the certificate areas.

GENERAL OFFICE (30-32 units)

The General Office Certificate program provides training in common skills used in the business office - keyboarding, computer applications, English, accounting, and business communications. General office workers obtain employment in many environments: corporate settings, government, schools, and hospitals. Related job titles include administrative assistant, executive assistant, executive secretary, office assistant, and secretary. After gaining some work experience or specialized skills, many workers transfer to jobs with higher pay or greater advancement potential.

Program Learning Outcomes: Using skills in Microsoft Office software, keyboarding, and English language principles, the student will create and revise commonly used business documents. Given transaction data, the student will perform basic bookkeeping/accounting tasks, such as classifying, recording, and preparing financial documents.

Required Courses: (27-29 units)

Accounting 1, Introduction to Financial Accounting (5)

or

Accounting 21, Business Bookkeeping (3)

Business 32, Business Communications (3)

CIS 1, Computer Concepts with Applications (3)

CIS 4, Introduction to Computers, Business Applications (3)

CIS 30, Microsoft Excel (3) *(formerly CIS 31)*

CIS 37A, Microsoft Word I (3)

CIS 37B, Microsoft Word II (3)

CIS 39, MS Outlook-Comprehensive Course (3)

OFTECH 5, English Skills for the Office (3)

Select 3 units from the following keyboarding courses:

OFTECH 1, Keyboarding I (3)

or

OFTECH 1A, Keyboarding 1A (1)

and

OFTECH 1B, Keyboarding 1B (1)

and

OFTECH 1C, Keyboarding 1C (1)

OFTECH 9, Keyboarding Improvement (1,1,1)

OFTECH 10, Skill Building on the Keyboard (3)

Additional graduation requirements for the Associate degree from Santa Monica College are listed on a separate sheet available in the Transfer/Counseling Center, as well as online (go to www.smc.edu/articulation).

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LEGAL ADMINISTRATIVE ASSISTANT (30 units)

The Medical Administrative Assistant program prepares students for employment in a medical environment. Students develop skills and knowledge to perform a variety of duties to aid in the efficient workflow and operations of a medical related facility. Coursework includes medical terminology, computer technology, medical law and ethics, and "front office" tasks – such as patient scheduling, reception, coding and billing, transcription, and records management.

Required Courses: (27-29 units)

- Business 5**, Business Law (3)
- CIS 4**, Introduction to Computers, Business Applications (3)
- CIS 30**, Microsoft Excel (3) *(formerly CIS 31)*
- CIS 37A**, Microsoft Word I (3)
- CIS 37B**, Microsoft Word II (3)
- CIS 39**, MS Outlook-Comprehensive Course (3)
- OFTECH 5**, English Skills for the Office (3)
- OFTECH 30**, Legal Office Procedures (3)
- OFTECH 31**, Legal Terms and Transcription (3)

Select 3 units from the following keyboarding courses:

- OFTECH 1**, Keyboarding I (3)
- or**
- OFTECH 1A**, Keyboarding 1A (1)
- and**
- OFTECH 1B**, Keyboarding 1B (1)
- and**
- OFTECH 1C**, Keyboarding 1C (1)
- OFTECH 9**, Keyboarding Improvement (1,1,1)
- OFTECH 10**, Skill Building on the Keyboard (3)

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