

Crafton Hills College
Certificate of Achievement
OFFICE ASSISTANT
2015-2016

Student Name: _____

ID #: _____

Date: _____

Counselor: _____

This certificate is designed to prepare students for entry-level positions as office assistant, receptionist, and general clerk.

Certificate Requirements:

Students intending to earn a certificate from Crafton Hills College must complete no less than 50 percent of the courses required for the certificate in residence at Crafton Hills College and must earn a "C" or better in all coursework required as a part of the certificate.

Completion of the following 18-19 units qualifies the student for the Business Management Certificate:

Required Courses:		Units	IP	Need	Grade
BUSAD 053 or MATH 952	Business Computations or Pre-Algebra	3-4			
BUSAD 145 or COMMST 145	Business Communication	4			
CIS 091	Essential Technology Skills for College and Career Success	3			
CIS 095	Employability Skills for Technical Careers	2			
CIS 101	Introduction to Computer and Information Technology	3			
CIS 105	Database Concepts and Design	3			
Total Required Units:		18-19			