

Office Assistant



PROGRAM
SHEET



Possible Careers

- Office Assistant
- Receptionist
- File Clerk
- Typist
- General Office Clerk

Salary Information

Average wage was \$10.94 an hour for 2007 Wisconsin Technical College Office Assistant graduates. Average annual salary was \$22,879.

Technical Diploma – 28 credits

Office Assistants help with the day-to-day tasks necessary to keep offices functioning. Utilizing basic computer skills in word processing, spreadsheets, databases, and desktop publishing, office assistants perform a variety of basic business procedures. Human relations and communications skills are integral to being an effective office assistant in today's rapidly changing office.

The Office Assistant program covers basic business procedures and essential software skills including word processing, spreadsheets, databases, desktop publishing, and web development. Students develop oral and written communications to enable them to work as successful team members in a business environment. All the entry-level skills obtained in the Office Assistant program may be applied toward the two-year Administrative Assistant degree.

we are
futuremakers

BUSINESS, MANAGEMENT, ADMINISTRATION

Office Assistant

Office Assistant Diploma Program Outcomes

- 1) Originate and process business-related written communications.
- 2) Demonstrate effective individual and collaborative oral communications skills in business settings.
- 3) Demonstrate successful team-building and interpersonal human relations skills in varied business environments.
- 4) Demonstrate the ability to apply accepted business procedures in the international sector.
- 5) Integrate essential technology applications (word processing, e-mail, calendaring, presentations, spreadsheets, databases, and web-based documents) to maintain business-related information and complete business-related activities.
- 6) Apply ethical principles and maintain confidentiality in social, business, and professional activities.
- 7) Demonstrate the following professional traits while working in a business environment: professional appearance, punctuality, dependability, responsibility, positive attitude, flexibility and adaptability, and sound judgment.

Credit Transfer Options

Credit transfer agreements between Nicolet and most district high schools provide credit for selected high school courses. In addition, Nicolet will accept agreements between other Wisconsin Technical Colleges and their district high schools. Advanced standing is also available for skills acquired through work experience. Students are encouraged to use the advanced standing option; contact the Academic Advising/ Office at 365.4493 for more information.

Nicolet also offers the short-term Microsoft Office Certificate and the Receptionist Certificate.

Curriculum	Credits
First Year	
Fall Semester	
*10-106-116 Document Processing	3
*10-106-125 WorkPlace Communications	2
*10-106-130 Integrated Computer Applications, Beginning	4
*10-106-151 Career Management I.	1
*10-801-195 Written Communications	3
	13
Spring Semester	
*10-103-119 Desktop Publishing	2
*10-106-126 Editing Business Applications	3
*10-106-131 Integrated Computer Applications, Intermediate	4
*10-106-170 Administrative Procedures.	3
10-801-196 Oral/Interpersonal Communication	3
	15

*Students must have a grade of "C-" or better to progress in core courses in the following semester and a grade of "C-" or better in all core courses to graduate. A cumulative G.P.A. of 2.0 is required for graduation.



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