

CAREER PATHWAYS  
**BUSINESS OFFICE-ADMINISTRATION**  
**Office Assistant**

**TREASURE VALLEY**  
**COMMUNITY COLLEGE**

OFFICE ASSISTANT

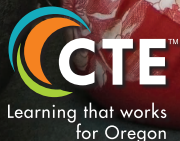
OFFICE ASSISTANT  
 (17 credits)

The Office Assistant Career Pathway certificate prepares students for entry level employment as a front-line receptionist, office or file clerk, or for a general office support position. Almost every business needs an office assistant to complete important tasks that keep it running smoothly, such as filing, data entry, preparing mailings and answering phones. There are office assistant jobs in nearly every industry, including education, medical, government and legal fields.

The Career Pathways Certificate of Completion is awarded to students fulfilling the following requirements.

|               |                                    |           |
|---------------|------------------------------------|-----------|
| <b>BA 131</b> | Intro to Business Computing        | <b>4</b>  |
| <b>BA 204</b> | Teamwork Dynamics                  | <b>3</b>  |
| <b>OA 116</b> | Office Procedures                  | <b>3</b>  |
| <b>BT 221</b> | Word Processing I                  | <b>3</b>  |
| <b>BA 211</b> | Principles of Financial Accounting | <b>4</b>  |
| <b>TOTAL</b>  |                                    | <b>17</b> |

*All courses required for the Office Assistant Career Pathway Certificate of Completion (CPCC) are included in the Business Office-Administration AAS. Students seeking ONLY the CPCC may not be able to utilize financial aid.*



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**541-881-5589** <https://www.tvcc.cc/pathways>

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