

Certificate OFFICE ASSISTANT

(24 cr hrs required)

Name:	Graduation Date:
Laker I. D #:	Catalog Year: 2008-2009
Major: OFFICE ASSISTANT (Cert.)	

***Effective Spring 2006, a grade of C or higher is required in each Career Course.**

Instructions: Please list the courses required for your degree in the spaces below. If you have completed the course, be sure to write your grade in the Grade column. If you have not yet taken the course, please write the term you hope to take the course in the Comments column. For example, if you will be taking OFFC 1100 Fall 2010, write OFFC 1100 in the course column and FA10 in the Comments column. The Registrar’s Office will notify you via your student e-mail account once your application has been reviewed. Please note the following:

- You must submit your graduation application to the Registrar’s Office by the published application deadline in order to guarantee your application will be reviewed prior to your intended graduation date. **If you miss the application deadline, it is very likely your graduation date will be moved to the next term.**



Course	Grade	Hours	Comments	Course	Grade	Hours	Comments
OFFC 1100		3		OFFC 1112		3	
OFFC 1101		3		OFFC 2205		3	
OFFC 1111		3		OFFC 2209		3	
OFFC 2207 or MEDA 1125		3		OFFC 2222 or OFFC 2212		3	

Comments: Please indicate any specific questions/concerns you have regarding your application in the space below. If you will be using a different course from what is listed/required in the catalog, you must have an approved course substitution on file in the Registrar’s Office. Please contact your advisor for further information.

Signature _____

Date _____