

Administrative Support Specialist Certificate

This certificate program prepares students for executive and/or administrative assistant duties in the office. The program provides training in the latest technical and software skills.

Suggested/Sample Course Sequence

The sequence taken by the student may vary depending on prerequisites, course availability, and personal/professional responsibilities.

(Major Code 4690; State CIP Code 52.0401)

- Gainful Employment - Business Office Technology (<http://www.jccc.edu/businessofficetechnology/ge-bot.html>)
- Business Office Technology (<http://www.jccc.edu/businessofficetechnology>)

First Semester

BOT 103	Business English	3
BOT 105	Keyboarding and Formatting I	3
BOT 106	Intro to Business Computer Applications*	3
BOT 130	Office Systems Concepts	3
Total Hours		12

Second Semester

BOT 110	Skillbuilding I*	1
BOT 115	Electronic Calculators	1
BOT 150	Records Management*	3
BOT 155	Word Processing Application I*	2
BOT 125	Document Formatting*	1
BOT 180	Business Spreadsheet Applications*	1
or BOT 185	Business Database Applications*	
BUS 225	Human Relations	3
Total Hours		12

Note: Students attempting to take BOT 155 and BOT 125 in the same semester should contact the department chair.

Third Semester

BOT 255	Word Processing Applications II*	2
BOT 260	Desktop Publishing for the Office*	3
Total Hours		5

Fourth Semester

BOT 265	Computerized Office Applications*	3
BOT 275	Office Internship I*	1
Total Hours		4

Total Program Hours: 33