

Administrative Assistant Certificate

This certificate program prepares students for administrative assistant positions in business offices. Emphasis is on the development of communication, decision-making, and problem-solving skills; and the use of current web tools and software application programs. The program provides training for students in entry-level positions as well as for those who are upgrading existing skills.

(Major Code 5320; State CIP Code 52.0401)

Prerequisite for Required Courses

Note: Prior to beginning the program, the student must take the following prerequisite, or have taken the equivalent transfer course, or have passed the waiver test (if applicable), or have obtained a waiver from the department.

BOT 101	Keyboarding	0-1
Total Hours		0-1

First Semester

BOT 103	Business English and Proofreading	3
BOT 105	Business Document Preparation and Management*	3
BOT 130	Business Office Procedures	3
CPCA 128	PC Applications: MS Office	3
BUS 121	Introduction to Business	3
Total Hours		15

Second Semester

BOT 205	Workplace Professionalism	1
CPCA 118	Groupware: Outlook*	1
CPCA 121	Introduction to Project Management*	1
CPCA 228	PC Applications II: MS Office*	3
BOT 260	Desktop Publishing for the Office*	3
BUS 140	Principles of Supervision	3
or BUS 141	Principles of Management	
BUS 225	Human Relations	3
Total Hours		15

Total Program Hours: 30-31