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)

Business Office Technology Program web page (http://www.jccc.edu/academics/credit/business-office-technology/)

Fall Semester

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

Spring Semester

ACCT 111	Small Business Accounting	3
or ACCT 121	Accounting I	
BOT 260	Desktop Publishing for the Office: Publisher*	3
COMS 120	Interpersonal Communication	3
or COMS 121	Public Speaking	
or COMS 125	Personal Communication	
CPCA 118	Groupware: Outlook*	1
CPCA 121	Introduction to Project Management*	1
CPCA 228	PC Applications II: MS Office*	3
LAW 121	Introduction to Law	3
Total Hours		**17**

Total Program Hours: 32