



Certificate
Administrative Assistant

This program provides you with the basic to advanced skills required to work in the Windows environment. The practical, hands-on approach will enable you to use the skills learned with all the software used in an administrative position.

GENERAL EDUCATION REQUIREMENTS (6 crs)

**COMPLETED Planned Timeline
(By Semester)**

Communications (3 crs)

ENG 109 Basic English II (3)
Pre-requisite: ENG 108 or adequate score on the Course Placement Evaluation

Mathematics (3 crs)

BA 117 Business Math (3)

PROGRAM REQUIREMENTS (33 crs)

BCIS 200 Business Computer Applications (3)

BCIS 225 Excel (3)

BA 250 Business Communications (3)

Pre-requisite: ENG 111

OA 118 Professional Development (3)

OA 236 Administrative Procedures (3)

Pre-requisites: OA 115, ENG 111, BA 200

BCIS 249 Microsoft Word (3)

BCIS 265 Access (3)

OA 261 Desktop Publishing: MSPublisher (3)

OA 266 Integrated Computer Applications (3)

Pre-requisites: OA 249, OA 265, BA 225, BA 226

TOTAL CREDIT HOURS 33

Educational Planning Form (Semester)

Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units
Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units
Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units