

Certificate

ADMINISTRATIVE ASSISTANT

This program provides you with the basic to advanced skills you need to work in the Windows environment. Our practical hands-on approach will provide you with the software skill set required for an administrative position.

GENERAL EDUCATION (7 CR)

Communications (4 cr)

ENG 109N Basic Composition II or higher-level course (4)

Mathematics (3 cr)

OA 117 Business Math (3)

PROGRAM REQUIREMENTS (27 CR)

BCIS 200 Business Computer Applications (3)

BCIS 225 Excel (3)

BA 250 Business Communications (3)

OA 118 Professional Development (3)

OA 236 Administrative Procedures (3)

BCIS 249 Microsoft Word (3)

BCIS 265 Access (3)

OA 103 Introduction to Keyboarding (1)

OA 261 Desktop Publisher: MS Publisher (3)

OA 266 Microsoft Office Specialist Training (1)

TOTAL CREDITS: 33