

# NORTHERN



*AMENDED 2015-16 Catalog (Revised 1/2/16)*

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## 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 (26 CR)**

BA 250 Business Communications (3)  
BCIS 200 Business Computer Applications (3)  
BCIS 225 Excel (3)  
OA 118 Professional Development (3)  
OA 236 Administrative Procedures (3)  
OA 103 Introduction to Keyboarding (1)  
OA 261 Desktop Publisher: MS Publisher (3)  
OA 266 Microsoft Office Specialist Training (1)

**TOTAL CREDITS: 33**