

ADMINISTRATIVE ASSISTANT I (CERTIFICATE)

Catalog Effective Term: Fall 2024

Program Code: CTADA

Credential: Certificate

Program is also available online

High Demand Occupation, High Skill Occupation, High Wage Occupation

This program prepares students for immediate employment in entry-level information processing, receptionist, and general office positions. Students will obtain skills in document formatting, electronic organization and collaboration, record management, and Internet communication and scheduling. It also gives students credits that can be used toward an associate degree in Business Office Administration.

Minimum Credits Required for the Program: 18

Code	Title	Credits
Major/Area Requirements		
BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
BOS 101C	Advanced Keyboarding	1
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
BOS 206	Personal Management Application and Internet Resources	2
BOS 257	Word Processing and Document Formatting II	3
Total Credits		18