Administrative Assistant Certificate (ADMC)

The program is designed to prepare the student for entry-level employment in today's business office. It provides students with the secretarial knowledge and skills for employment in a variety of industries. Jobs for which graduates are expected to be qualified include secretary, administrative assistant, and office assistant.

Upon successful completion of this program, graduates will be able to:
- perform clerical and office technology tasks proficiently.
- manage a business environment or work independently in a modern office environment.
- communicate effectively.

First Semester (fall)		Credits
AOT 112*	Keyboarding I	1
AOT 113*	Keyboarding II	1
AOT 114*	Keyboarding III	1
AOT 206	Office Procedures	3
BUS 209	Business Communications	3
BUS 120	Introduction to Business Organization	3
CIS 105	Introduction to Computer Science and Applications	3
		15

Second Semester (spring)		
ACC 160	Principles of Accounting I	3
CIS 110	Business Information Systems	3.5
IDS 105	Thinking, Problem Solving, and Team Building	3
Electives+	ACC, AOT, BUS, CIS, CMN, PLG or RES	6
		15.5
	Credit Total	**30.5**

*Placement testing is available for AOT 112, 113 and 114 (Keyboarding sequence).

+Recommended electives include ACC 161 and 262; BUS 241; CMN 105, 110.

Some courses may be used to build toward an A.A.S. degree in Business Management.