

# Administrative Assistant

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## Certificate

This certificate is for individuals interested in obtaining entry level office skills. It provides students with the necessary background in office applications to be able to draft, edit, produce, store, and retrieve documents. The certificate will also provide a background in business communications and office administration.

**Total Credit Hours: 30 - 31**

### First Semester

AA111 Keyboarding - Basic	3.0
AA208 Office Administration	3.0
BM108 Personal Finance	3.0
EN101 English 1: Composition	3.0
IS101 Computers and Society	3.0

### Second Semester

AA106 Business Communications	3.0
AA112 Keyboarding - Intermediate	3.0
IS130 Dsktop Publishing - Business	3.0
Program Elective (a)	3.0
EN150 Effective Speech	3.0

(a) Students interested in Accounting should take either AC110 Principles of Accounting or AC115 Financial Accounting.

Students interested in Business Management should take either BM100 Intro to Business or BM290 Business Internship or BM254 Human Resources Management.

Students interested in Healthcare should take either HM100 Medical Terminology for Health Professionals or HM101 Health Information Management Introductory Concepts.