Administrative Assistant
Certificate
55-60 Credits

This certificate program provides students an opportunity to develop essential business skills. Earning an Administrative Assistant Certificate will prepare the student for employment as an office worker in an entry-level position. These credits can be applied to any Business Technologies and Administrative Careers degree program. Students in this program must complete each class with a grade of 2.0 or higher.

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Dept./No.	Course Title	Credits
BTAC 100	Fundamentals of Computers	5
* BTAC 102	Intermediate Keyboarding	5
# BTAC 110	Business Math Applications	5
BTAC 112	Beginning Word	5
# BTAC 130	Business Correspondence	5
BTAC 132	Business Communication Applications	5
BTAC 140	Records Management	5
BTAC 150	Introduction to Windows	5
BTAC 162	Introduction to Excel	5
# BTAC 250	Office Relations and Procedures	5
# CMST 100 **or**	Fundamentals of Oral Communication **or**	
CMST& 210 **or**	Interpersonal Communication **or**	
CMST& 220 **or**	Public Speaking **or**	
CMST& 230	Small Group Communication	5
Reading	Eligible for READ 104 (as determined	
	by the appropriate placement score) **or**	
	Completion of READ 094	0-5

To enhance the student's preparation for future employment, we recommend the following:

ACCT 110 **or**	Practical Financial Accounting 1 **or**	
ACCT& 201 **or**	Principles of Accounting I **or**	
BTAC 090	Office Accounting	5
ACCT 112	QuickBooks for Accounting	5
BUS& 101 **or**	Introduction to Business **or**	
BUS 164	Entrepreneurship and Small Business Management	5
BUS 166	Human Relations and Work Readiness	5
* BTAC 101	Beginning Keyboarding	5
BTAC 103	Advanced Keyboarding	5
BTAC 107 **and/or**	Typing Speed and Accuracy 1 **and/ or**	
BTAC 108	Typing Speed and Accuracy 2	4-8
° BTAC 111	Introduction to Computer Literacy	5
° BTAC 115	Professional Image Building	1

BTAC 147 **or**	Beginning Keyboarding-Alphabet Keys **or**	
BTAC 148 **or**	Keyboarding-Mastering 10-Key and Symbols **or**	
BTAC 149	Keyboarding-Speed and Accuracy-Skill Building	1
BTAC 151 **or**	Word: Create, Edit and Format Documents **or**	
BTAC 152 **or**	Word: Tables and Sharing Documents **or**	
BTAC 153 **or**	Word: Mail Merge and Other Productivity Tools **or**	
BTAC 154 **or**	Word: Create a Newsletter **or**	
BTAC 155	Word: Creating Forms, Macros and Document Security	1
BTAC 163	Advanced Excel	5
BTAC 164 **or**	Access: Create and Modify a Database **or**	
BTAC 165 **or**	Access: Use Queries to Produce Information **or**	
BTAC 166 **or**	Access: Create and Modify Forms **or**	
BTAC 167	Access: Create and Modify Reports	1
BTAC 184	Internet and Basic Web Design	5
BTAC 185	Introduction to Microsoft Access	5
BTAC 187 **or**	PowerPoint: Preparing a Presentation **or**	
BTAC 188 **or**	PowerPoint: Designs with Graphics and Multimedia **or**	
BTAC 189	PowerPoint: Customize and Incorporate Web Features	1
BTAC 191 **or**	Excel: Introduction to Formulas and Functions **or**	
BTAC 192 **or**	Excel: Charts and Working with Large Worksheets **or**	
BTAC 193 **or**	Excel as a Database **or**	
BTAC 194 **or**	Excel: Data Consolidation and What-If Analysis **or**	
BTAC 195	Excel: Collaboration, the Web and Macros	1
† BTAC 177-179 **and**	BTAC Work Experience 1-3 **and**	2-10
COOP 171	Work Experience Seminar	1
BTAC 214	Introduction to Information Security	5
BTAC 255	Advanced Word	5
BTAC 266	Inside Microsoft Office	5
ENGL 105	Grammar and Usage	5

* Credit by advanced placement may be granted in typing/keyboarding after departmental review of prior training.
† Students may earn up to 10 credits through COOP classes.
 # Satisfies related instruction requirements.
º Qualifies as AAA and AA-DTA activity credit.