Administrative Support

Certificate of Proficiency

This certificate program is designed for students who wish to develop entry-level skills in a short time or for those already employed who wish to upgrade their skills. The acquired skills enable successful graduates of the program to attain one of many possible office support positions in business.

PROGRAM OUTCOMES

- Use a range of computer software programs as tools to complete common business projects;
- Produce documents that are formatted according to standard business practices;
- Perform a variety of general office functions;
- Apply correct grammar, punctuation, and word usage principles in producing documents;
- Compose routine business correspondence;
- Understand the importance of interpersonal skills.

The program may be pursued part- or full-time. Admission requires a high school diploma or its equivalent with one year of mathematics. Students may receive credit for previous training in the skills area by applying for credit-by-examination, credit-by-experience, and/or credit-by-articulation. Contact the Administrative Support program coordinator for additional information.

Note: Computer application courses are mapped to Microsoft certification exams.

Also see:
- Medical Office Assistant certificate program
- Microcomputer Applications certificate program

Certificate Curriculum

Code	Course (lecture/lab hours)	Credits
ENG 101	English Composition I (3/0)	3
OST 111	Computer Keyboarding with Word Processing Applications (2/2)	3
IST 101	Computer Concepts with Applications (2/2)[1]	3
BUS 105	Business Writing (3/0)	3
ACC 106	Office Accounting I (3/0) OR	3-4
ACC 111	Principles of Financial Accounting (4/0)	
BUS 209	Business Communications (3/0)	3
OST 112	Advanced Keyboarding Applications (2/2)	3
CIS 173	PC Applications: Database (2/2)	3
OST 222	Current Topics in Office Administration (2/2)	3
OST 219	Word Processing Concepts and Applications (2/2)	3
CIS 175	PC Applications: Spreadsheets (2/2)	3
		33-34

[1] May be substituted with another Technology general education elective if student shows competency in Microsoft Office applications.

NOTE: Students must earn a minimum grade of C in BUS 105 as well as all CIS and OST courses to graduate.

NOTE: All program listings are subject to periodic updates. Please consult your program advisor, academic division, or **www.mccc.edu/programs_certificate**

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