

Administrative Support

Program **68600**
CIP 520401

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.

Successful graduates of this program will be able to:

- 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.

Students may study full-time or part-time. Credits earned in the Administrative Support certificate program may be applied toward the Administrative Professional Associate in Applied Science degree.

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.

Admission to the program requires a high school diploma or its equivalent with one year of mathematics.

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

Also see:

- Administrative Professional degree program
- Business Software Applications degree program

Certificate Curriculum

Code	Course (lecture/lab hours)	Credits
ENG 101	English Composition I (3/0)	3
OST 111	Basic Keyboarding Applications (2/2)	3
IST 101	Computer Concepts with Applications (2/2) ¹	3
BUS 105	Communication Skills for Business (3/0)	3
ACC 106	Office Accounting I (3/0)	3-4
	OR	
ACC 111	Principles of Financial Accounting (4/0)	
BUS 209	Business Letter/Report Writing (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; CIS 173, 175; OST 111, 112, 219, and 222 to graduate.

