



2022-2023 Academic Year

Administrative Support

Certificate of Proficiency

B-STEM Division

Business, Science, Technology, Engineering and Math

[609.570.3482](tel:609.570.3482) admiss@mccc.edu

The **Administrative Support** 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 program coordinator for additional information.

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

SEE ALSO:

[Microcomputer Applications](#) certificate program

CERTIFICATE CURRICULUM

2022-2023 Academic Year

ADM.SUP.CERT
CIP 520401

Credit-bearing certificate programs can serve as gateways to earning an associate degree. Students are encouraged to consult the program coordinator, an academic advisor or Success Coach to explore such opportunities.

Code	Course (lecture/lab hours)	Credits
<u>ACC 106</u>	Office Accounting I (3/0)	
	<i>OR</i>	3-4
<u>ACC 111</u>	Principles of Financial Accounting (4/0)	
<u>BUS 105</u>	Business Writing (3/0)	3
<u>ENG 101</u>	English Composition I (3/0)	3
<u>IST 101</u>	Computer Concepts with Applications (2/2) May be substituted with another Technology <u>general education</u> elective if student shows competency in keyboarding and/or Microsoft Office applications.	3
<u>OST 111</u>	Computer Keyboarding with Word Processing Applications (2/2)	3
<u>BUS 101</u>	Introduction to Business (3/0)	3
<u>BUS 209</u>	Business Communications (3/0)	3
<u>CIS 173</u>	PC Applications: Database (2/2)	3
<u>CIS 175</u>	PC Applications: Spreadsheets (2/2)	3
<u>IST 140</u>	The Internet and Computer Technology (2/2)	3
<u>OST 219</u>	Word Processing Concepts and Applications (2/2)	3
		33-34

NOTE: Students must earn a minimum grade of C in all BUS, CIS, IST, and OST courses.