ADMINISTRATIVE ASSISTANT CERTIFICATE

24 Semester Credit Hours; Curriculum: 0307

Code	Title	Hours
Courses for a Certificate		
CAB 104	Skill Building and Formatting [1]	3
CAB 125	Word Processing Using Word	2
CAB 130	Presentation Software Using PowerPoint	2
CAB 135	Electronic Spreadsheeting Using Excel	2
CAB 180	Administrative Office Management and Professional Development [2]	3
CAB 182	Introduction to Business Telecommunications [2]	4
CAB 184	Communication Strategies [1]	3
CAB 225	Advanced Word Processing and Publishing [1]	2
Elective: MGT course to total a minimum of three credit hours		3
Total Hours		**24**

Prior to pursing this certificate, it is recommended that the student has completed CAB 102 and CAB 106 or has a minimum of 20 wpm keyboarding skills.

[1] Offered in spring semester only

[2] Offered in fall semester only

Program Learning Outcomes

1. Describe basic administrative duties and responsibilities.
2. Use current and emerging word processing technologies to produce organizational documents and presentation materials.
3. Compose business correspondence and create graphics and electronic presentations on a computer.
4. Perform the current speed and accuracy requirements for typing and 10-key operation in a business environment.
5. Manage individually and collaboratively multiple office tasks, prioritizing and re-prioritizing in response to changing demands.
6. Describe office functions as they contribute to sound business practices and procedures.
7. Employ information technology to support management.

Administrative Assistant Certificate Pathway

The following Pathway is recommended for students pursuing the Administrative Assistant Certificate.

Course	Title	Hours
First Year		
Fall Semester		
CAB 125	Word Processing Using Word	2
CAB 180	Administrative Office Management and Professional Development	3
CAB 182	Introduction to Business Telecommunications	4
Select one of the following:		3
MGT 101	Fundamentals of Supervision	
MGT 117	Human Relations in the Workplace	
MGT 118	Effective Management Communications	
MGT 165	Human Resources Management	
MGT 205	Organizational Behavior	
MGT 225	Effective Leadership Skills	
	Hours	**12**
Spring Semester		
CAB 104	Skill Building and Formatting	3
CAB 130	Presentation Software Using PowerPoint	2
CAB 135	Electronic Spreadsheeting Using Excel	2
CAB 184	Communication Strategies	3
CAB 225	Advanced Word Processing and Publishing	2
	Hours	**12**
	Total Hours	**24**

Note: Pathway is a recommended sequence of courses. Part-time students should contact the program coordinator to discuss a part-time pathway as well as course prerequisites and recommendations.