

**ADMINISTRATIVE OFFICE ASSISTANT PROGRAM  
CERTIFICATE PROGRAM  
CATALOG 2005-2007**

The Administrative Office Assistant certificate program provides educational training to those seeking employment in organizations needing effective office and administrative supports. The certificate in AOAP can be earned in nine months and is fully transferable to the Associate of Applied Science Degree of Administrative Office Assistant.

**Note:** A student must earn a "C" or higher in all courses to count toward a certificate.

<b>1st Semester</b>	<b>Credit Hours</b>	<b>Grade</b>
___ AOAP 110    Records Management	3	_____
___ AOAP 116    Business English	3	_____
___ AOAP 118    Office Procedures I	3	_____
___ AOAP 123    Keyboarding I	3	_____
___ AOAP 125    Human Relations	3	_____
___ AOAP 115    Practical Business Math Procedures	3	_____
		Total 18 credits
<b>2nd Semester</b>		
___ ACCT 201    Fundamentals of Accounting I	4	_____
___ AOAP 117    Business Communications	3	_____
___ AOAP 210    Word Processing I	3	_____
___ COSC 116    Spreadsheets	3	_____
___ AOAP 280    Cooperative Education	3	_____
		Total 16 credits

**Total credit hours required for this certificate is 34.**