

ADMINISTRATIVE OFFICE ASSISTANT PROGRAM
 CERTIFICATE PROGRAM
 CATALOG 2008-2009

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 degree program.

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

This Program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

1st Semester			Credit Hours	Grade
___	AOAP 110	Records Management	3	_____
___	AOAP 115	Practical Business Math Procedures	3	_____
___	AOAP 116	Business English	3	_____
___	AOAP 118	Office Procedures I	3	_____
___	AOAP 123	Keyboarding I	3	_____
___	AOAP 125	Human Relations	<u>3</u>	_____
			Total 18	

2nd Semester				
___	ACCT 201	Fundamentals of Accounting I	4	_____
___	AOAP 117	Business Communications	3	_____
___	AOAP 126	Customer Relations	3	_____
___	AOAP 210	Word Processing I	3	_____
___	COSC 116	Spreadsheets	<u>3</u>	_____
			Total 16	

Total credit hours required for this certificate is 34.