

ADMINISTRATIVE OFFICE ASSISTANT PROGRAM
 Certificate Program
 Catalog 2009-2010

The certificate provides highly specialized training to students seeking employment in organizations that need effective office and administrative supports. The certificate can be achieved in a short period of time to allow students an opportunity to enter the workforce or further their educational goals while employed.

Note: To receive credit for the course, student must earn a "C" or higher in all coursework.

1st Semester				Credit Hours	Grade
___	AOAP	110	Records Management	3	___
___	AOAP	118	Administrative Office I	3	___
___	AOAP	123	Keyboarding	3	___
___	AOAP	210	Word Processing	3	___
___	COSC	125	Business Microcomputer Applications	<u>3</u>	___
				Total 15	
2nd Semester					
___	ACCT	201	Fundamentals of Accounting I OR	4	___
___	ACCT	175	Fundamentals of Accounting IA AND	3	___
___	ACCT	176	Fundamentals of Accounting IB	3	___
___	AOAP	115	Practical Business Math Procedures	3	___
___	AOAP	117	Business Communications	3	___
___	AOAP	130	Human and Customer Relations	3	___
___	AOAP	219	Administrative Office II	<u>3</u>	___
				Total 16-18	

Total credit hours required for this certificate is 31-33.