

Administrative Support Assistant AS21

Type

Technical Certificate of Credit

The Administrative Support Assistant program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel. Courses include: Introduction to microcomputers, word processing, and office procedures. The course prepares students for the MOS: Microsoft Office Word certification testing.

Required Courses — 20.00 Hours

Item #	Name	Credits
COMP 1000	Introduction to Computer Literacy	3
BUSN 1240	Office Procedures	3
BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4
	Specific Occupational-Guided Electives (6 credits)	6
	Minimum Credit Hours for Graduation	20