

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.

Program: [Business Technology](#)

Location: Baxley, Camden, Golden Isles, Jesup, Waycross

Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required for Graduation: No
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

Required Courses

Item #	Title	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 (12 credits)	12
	Minimum Credit Hours for Graduation:	26