

ADMINISTRATIVE ASSISTANT

CERTIFICATE

SEMESTER I	SEMESTER II
ACC100 Office Accounting 4	AAT203 Advanced Word Processing ▲ 3
CIS101 Personal Computer Applications ▲ 3	CIS225 Database Concepts ▲ 3
AAT208 PowerPoint Concepts ▲ 3	CIS222 Spreadsheet Concepts 3
AAT202 Introduction to Word Processing ▲ 2	ENG103 Business Communications 3
AAT214 General Office Procedures ▲ 3	MGT202 Organizational Behavior 3
ENG101 English Composition I 3	MTH103 Business Math 3
16 CREDITS	18 CREDITS
34 SEMESTER CREDITS	
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.	