

BAT - AS2I: Administrative Support Assistant TCC (replaces 5DCI: Administrative Support Assistant in the Quarter System)

The Administrative Support Assistant certificate program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel. Courses of study include introduction to computers, word processing, and office procedures.

Career Opportunities

Graduate may find employment as administrative support assistants or in a related field.

Credit Required for Completion: Minimum of 20 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	BUSN 1240 Office Procedures	3
_____	BUSN 1400 Word Processing Applications	4
_____	BUSN 1440 Document Production	4
	*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.	
_____	COMP 1000 Introduction to Computers	3
	<i>Occupational Elective Course (6 credits from the list below)</i>	
_____	BUSN 1100 Introduction to Keyboarding	3
_____	BUSN 1210 Electronic Calculators	2
_____	BUSN 1250 Records Management	3
_____	BUSN 1300 Introduction to Business	3