

# Administrative Assistant Short-Term Certificate

PROFESSIONAL TECHNICAL

2018-2019 Certificate Requirements

## Major Courses

Course	No.	Course Title	Credits	Qtr. Completed	Comments/Substitution
AOT	117	Office Orientation	4		
AOT	142	General Office Procedures	5		
AOT	156	Supervised Employment	2		
CA	100	Introduction to Microcomputers	4		
CMST	103	Workplace Communication <b>or</b>	3		
CMST	110	Communication Behavior	3		

**Total Credits Required 18**