

Degree & Certificate Requirements

Administrative Assistant Short-Term Certificate PROFESSIONAL TECHNICAL 2020-2021 Certificate Requirements

Major Courses

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
AOT 117	Office Orientation	4		
AOT 142	General Office Procedures	5		
Select 3 credits from the following:				
CMST 104	Speech Essentials [C]	3		
CMST 103	Workplace Communication	3		
CMST 110	Communication Behavior [C]	3		
Subtotal		12		

Major Support

Select 0-6 credits from the following:

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
AOT 156	Supervised Employment	2		
AOT 172	Word Processing I	4		
CA 100	Introduction to Microcomputers	4		
Subtotal		0-6		
Total Credits Required		12-18		