Degree & Certificate Requirements

Administrative Assistant Short-Term Certificate
PROFESSIONAL TECHNICAL
2022-2023 Certificate Requirements

Major Courses

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
AOT 117	Office Orientation	4		
AOT 142	General Office Procedures	5		
CA 140	Intro to Computer & Info Tech - MS Word	1		
CA 150	Intro to Computer & Info Tech - MS Excel	1		
CA 170	Microsoft Outlook	1		

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Subtotal   **12**

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Major Support
Select 0-6 credits from the following:

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
AOT 156	Supervised Employment	2		
CA 100	Introduction to Microcomputers	4		
CA 101	Keyboarding I	2		
CA 102	Keyboarding II	2		
CA 130	Windows Operating System	1		
CA 160	Intro to Computer & Info Tech - MS PowerPoint	1		
CA 180	Microsoft Access	1		

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Subtotal   **0-6**
Total Credits Required   **12-18**

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