

Degree & Certificate Requirements

Administrative Assistant Short-Term Certificate PROFESSIONAL TECHNICAL 2025-2026 Certificate Requirements

Major Courses

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
AOT 117	Office Orientation [RE]	4		
AOT 142	General Office Procedures [RE]	5		
CA 155	Intermediate Microsoft Excel [RE]	2		
CA 170	Introduction to Microsoft Outlook [RE]	1		
Subtotal		12		

Major Support

Select 0 to 7 credits from the following:

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
CA 101	Introduction to Keyboarding [RE]	2		
CA 120	Introduction to Computer Applications [RE]	3		
CA 140	Introduction to Microsoft Word [RE]	1		
CA 145	Intermediate Microsoft Word Processing [RE]	2		
CA 150	Introduction to Microsoft Excel [RE]	1		
CA 160	Introduction to Microsoft PowerPoint [RE]	1		
CA 165	Intermediate Microsoft PowerPoint [RE]	2		
CS 101	Intro to Computers & Information Technology	5		
Subtotal		0-7		
Total Credits Required		12-19		