

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				
AOT 142				
CA 155				
CA 170				
Subtotal		12		

Major Support

Select 0 to 7 credits from the following:

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
CA 101				
CA 120				
CA 140				
CA 145				
CA 150				
CA 160				
CA 165				
CS 101				
Subtotal		0-7		
Total Credits Required		12-19		