2023-24 ACADEMIC PROGRAMS

2023-2024 ADMINISTRATIVE ASSISTANT I (CTADA)

Program is also available online

Description

This program prepares students for immediate employment in entry-level information processing, receptionist, and general office positions. Students will obtain skills in document formatting, electronic organization and collaboration, record management, and Internet communication and scheduling. It also gives students credits that can be used toward an associate degree in Business Office Administration.

Course Requirements

Major/Area Requirements

Class	Title	Minimum Credits
BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
BOS 101C	Advanced Keyboarding	1
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
BOS 206	Personal Management Application and Internet Resources	2
BOS 257	Word Processing and Document Formatting II	3
Total		18

Total Credits Required: 18

Accurate as of 02/16/2024 Information is subject to change without notice.