

## 2021-22 ACADEMIC PROGRAMS

### ADMINISTRATIVE ASSISTANT I (CTADA)

#### Certificate

The Administrative Assistant I 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.

This is a **high demand, high skill** and **high wage** program as defined by the [Michigan Community College Network](#).

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Program is also available online

#### Description

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#### 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 09/24/2021 Information is subject to change without notice.