

# ADMINISTRATIVE ASSISTANT, CERTIFICATE

Program Code: CC.ADMINASST

This program provides a strong foundation of basic skills in office administration. Emphasis is placed on critical thinking and human relations skills. Course work includes Related Instruction requirements, industry-standard computer programs and specific business and office administration courses.

For information contact Beverly Forney, 503-594-3115 or [beverlyf@clackamas.edu](mailto:beverlyf@clackamas.edu).

## Outcomes

### Related Instruction Outcomes

#### Computation

- 1 course - MTH-050 Technical Mathematics I or MTH-065 Algebra II or higher
- Use appropriate mathematics to solve problems

#### Communication

- 1 course - WR-121Z Composition I
- Read actively, think critically, and write purposefully and capably for professional audiences

#### Human Relations

- 1 course - BA-285 Human Relations in Business
- Engage in ethical communication processes that accomplish goals

## Program Outcomes

Upon successful completion of this program, students should be able to:

- analyze and apply basic computer literacy skills, including typing by touch and numerical data entry keyboarding skills;
- effectively utilize business standard software applications (word processing, spreadsheets, database creation/organization, presentations, email/calendars, creation of forms and pdf documents, and office organizational tools);
- identify and analyze the skills necessary for effective office and business operations;
- effectively apply basic business math skills within the full cycle bookkeeping process utilized within office and business operations;
- articulate, analyze, and apply basic English grammar within common business documents (letters, reports, memos) as well as in verbal communication and presentations common to business offices and organizations.

## Requirements

Fall Term		Credits
BA-131	Introduction to Business Computing	4.00
BT-120	Personal Keyboarding	2.00
BT-121	Data Entry	1.00
Select one of the following:		4.00
MTH-050	Technical Mathematics I	

MTH-065	Algebra II	
Higher Level Math or Statistics		
WR-121Z	Composition I <sup>2</sup>	4.00
<b>Credits</b>		<b>15</b>
<b>Winter Term</b>		
BA-111 or BA-211Z	General Accounting I or Principles of Financial Accounting	3.00-4.00
BT-124	Business Editing I	3.00
BT-150	MS Word for Business & the Workplace	4.00
BT-216	Office Procedures	4.00
<b>Electives (p. 1)</b>		<b>1.00-2.00</b>
<b>Credits</b>		<b>15-17</b>
<b>Spring Term</b>		
BA-270	Social Media Marketing	4.00
BA-285	Human Relations in Business	4.00
BT-122	Keyboarding Skillbuilding	2.00
BT-125	Business Editing II	3.00
BT-174	Microsoft Digital Tools for the Professional	2.00
<b>Credits</b>		<b>15</b>
<b>Total Credits</b>		<b>45-47</b>

<sup>1</sup> This course will be removed from the first term if the student is required to enroll in FYE-101 First Year Experience Level I. WR-121Z Composition I will be rescheduled in a term conducive to a student's preference.

## Electives

FYE-101 First Year Experience Level I or any **BA** or **BT** course not included in the program.

## Careers

Career opportunities include:

- administrative assistant
- legal secretary
- medical secretary