

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.

Outcomes

Related Instruction Outcomes

Computation

- 1 course - BA-104 Business Math
- Use appropriate mathematics to solve problems

Communication

- 1 course - WR-121 English Composition
- 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

Course	Title	Credits
Fall Term		
BA-104	Business Math	3
BA-131	Introduction to Business Computing	4
BT-120	Personal Keyboarding	2
BT-121	Data Entry	1

Course	Title	Credits
WR-121	English Composition ¹	4
Credits		14
Winter Term		
BA-111 or BA-211	General Accounting I or Financial Accounting	3-4
BT-122	Keyboarding Skillbuilding	2
BT-124	Business Editing I	3
BT-160	Word I	3
BA-216	Cost Accounting	4
Credits		15-16
Spring Term		
BA-285	Human Relations in Business	4
BT-125	Business Editing II	3
BT-161	Word II	3
BT-172	Introduction to Microsoft Outlook	2
Electives (p. 1)		4
Credits		16
Total Credits		45-46

¹ 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-121 English Composition will be rescheduled in a term conducive to a student's preference.

Electives

Any **BA** or **BT** course not included in the program.

Careers

Career opportunities include:

- administrative assistant
- legal secretary
- medical secretary