

Executive Office Assistant, Certificate

Fall 2010

Student's Name:

Advisor's Name:

Student needs to take the following courses:

- ENGL 099 - Basic Writing Skills
- MATH 090 - Developmental Math
- MATH 095 - Beginning Algebra
- RDNG 099 - Reading & Vocabulary Skills Development
- RDNG 116 - College Reading and Study Skills
- Other Coursework Needed - See Below**
- ENGL 100 – Academic Writing I

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
First Semester					
BUAD 104	Business Mathematics	3			
CAPS 152	Web Page Design	1			
ENGL 101	Academic Writing II*	3	C		
OFFC 101	College Keyboarding and Document Processing	3	C		
OFFC 203	Administrative/Automated Office Procedures	4	C		
		Total 14			
Second Semester					
BUAD 203	Business Communications	3			
BUAD 212	Quality Customer Service	3			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
CAPS 141	Presentation Software	1			
ENGL 201 OR ENGL 204	Fundamentals of Speech OR Fundamentals of Interpersonal Communication	3	C		
OFFC 110	WP for Computers Using Microsoft Word	4	C		
		Total 16			

Semester Credits Required for Graduation: 30

A "C" or better grade is required in: OFFC 101, OFFC 110, OFFC 203, ENGL 100, ENGL 101, and ENGL 201 or ENGL 204.

* ENGL 100, if required, must be completed with a "C" or better grade before enrolling in ENGL 101, Academic Writing II.

If students enter in the spring semester, they will be able to graduate in two semesters provided they enter with competency in basic typing and do not need to take ENGL 100. Otherwise, it may take three semesters to complete the certificate.

All credits earned toward the certificate may be applied toward requirements for the A.A.S. degree in Office Management and Administration.