

CERTIFICATE (218)

AMT: Administrative Professional

Purpose: This curriculum is designed to prepare individuals for employment as an administrative professional to executives and/or managers in business and industry. Administrative professionals may also supervise other office personnel.

Program Objectives: Employment opportunities include administrative assistants, medical office personnel, legal assistants, and a variety of administrative support positions.

Admission Requirements: Applicants must meet the requirements for admission to credit-level coursework established by the college.

Developmental Requirements: Students who do not place into college-level English on the placement test will be required to take developmental courses.

It is strongly recommended that developmental education requirements be completed as soon as possible.

Program Notes: This program is accredited by the Association of Collegiate Business Schools and Programs.

CURRICULUM AND OTHER REQUIREMENTS

GENERAL EDUCATION CORE COURSES

CREDITS

CST 105.....	Oral Communications.....	3
ENG 111*	College Composition I	3
SDV 100	College Success Skills (or SDV 101).....	1

ADMINISTRATIVE PROFESSIONAL AND RELATED COURSES

ACC 124.....	Payroll Accounting I.....	3
AST 101	Keyboarding I.....	3
AST 102*	Keyboarding II - Windows.....	3
AST 107	Editing/Proofreading Skills	3
AST 113*	Keyboarding for Speed & Accuracy	1
AST 141*	Word Processing I (Microsoft® Word)	3
AST 154	Voice Recognition Applications	1
AST 205*	Business Communications	3
AST 232*	Microcomputer Office Applications	3
AST 236*	Specialized Software Applications.....	3
AST 238*	Advanced Word Processing	3
AST 243-244* ..	Office Administration I-II	6
Total Minimum Credits for Certificate		42

**This course has a requisite. Requisites for all courses are listed in the course description section at the back of the catalog.*

SUGGESTED SCHEDULE

FIRST YEAR	SPRING
FALL	ACC 124
AST 101	AST 102
AST 107	AST 113
AST 154	AST 141
ENG 111	CST 105
SDV 100	

SECOND YEAR	SPRING
FALL	AST 236
AST 205	AST 244
AST 232	
AST 238	
AST 243	