

**CAREER STUDIES CERTIFICATE (221-298-01)**

**AMT: Executive Assistant**

**Purpose:** This career studies certificate prepares individuals for administrative assistant employment opportunities. The curriculum is designed to teach students tasks such as the creation and editing of various business documents and the proper use of computer application software.

**Occupational Objectives:** Employment opportunities include executive assistants, administrative specialists, and other office-related positions.

**Admission Requirements:** Applicants must meet the general admission requirements for admission to the college. To be successful in this program, students must have demonstrated English competency to be placed in ENG 111. Students not achieving this level will be required to take developmental courses.

**CURRICULUM AND OTHER REQUIREMENTS**

<b>EXECUTIVE ASSISTANT AND RELATED COURSES</b>	<b>CREDITS</b>
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 238* ..... Advanced Word Processing .....	3
<b>Total Minimum Credits for Certificate .....</b>	<b>26</b>

*\* This course has a prerequisite. Prerequisites for all courses are listed in the course description section at the back of the catalog.*

**SUGGESTED SCHEDULE**

<b>FIRST YEAR</b>	<b>SPRING</b>
<b>FALL</b>	AST 102
ACC 124	AST 113
AST 101	AST 141
AST 107	AST 205
AST 154	
<b>SECOND YEAR</b>	
<b>FALL</b>	
AST 232	
AST 238	