

BUSINESS OFFICE TECHNOLOGY

Administrative Assistant

(CIP 52.0401)

Level II Certificate

The Administrative Assistant Certificate provides fundamental knowledge in the field of business office technology. This Level II Certificate builds on knowledge gained in the Level I Certificate and provides a more in-depth study of accounting methods and software, word processing, and professional practices. TSI readiness is required.

College Readiness Courses (if needed)

Semester I

ACNT 1303	Introduction to Accounting I
POFT 1321	Business Math
POFI 1301	Computer Applications I
POFT 1301	Business English
POFT 1309	Administrative Office Procedures I

Semester II

ACNT 1411	Introduction to Computerized Accounting
MRKG 1301	Customer Relationship Management (Capstone Course)
POFI 2401	Word Processing
POFT 1413	Professional Workforce Preparation or
ACNT 1429	Payroll and Business Tax Accounting

Total Semester Hours – 30