

Area of Study: **Business and Information Technology**
 Pathway: **Executive Administrative Assistant**
 Type: **Certificate**
 Curriculum Code: **BUS.ADA.CERT (C307D)**

(Total Program Credits: 30)

Students interested in pursuing executive administrative assistant positions in business today can pursue this certificate. This certificate will prepare students to assist executives in mid-size to large business organizational environments. Business acumen skills will be taught in customer service, management and business, accounting, records management, and computer software applications. This program will also prepare them to take the Certified Administrative Professional (CAP) Exam.

PROGRAM LEARNING OUTCOMES:

At the successful completion of the Executive Administrative Assistant Certificate program, the graduate will be able to:

- Explain the role of organizational structures that include the supervisor's role and any subordinate roles;
- demonstrate teaming and collaboration and personal and interpersonal skills to develop effective working relationships;
- prioritize, plan, and manage for results;
- prepare written communications and distribute processed information;
- show how to set up and maintain paper and electronic files;
- demonstrate basic financial tasks;
- show how create appointments, maintain calendars, and receive visitors;
- originate meetings and conferences;
- prepare travel arrangements; and
- prepare for future professional challenges.

Placement Measures MAT, RHT, and COL sequence placement will be determined by an Academic Advisor. Contact your Academic Advisor or Transfer Specialist (if transferring), before registering for courses. *Developmental education courses do not transfer. They assist students in the path towards college credit.*

Program Map for Full-Time Students

Semester One: Fall	Category	Stackable Certificate	Stackable Degree	Next Steps
BUS 103 ◊ Keyboarding Technique (1)	<i>Required</i>			Meet with your Academic Advisor to create an academic plan.
BUS 107 ◊ Microsoft Office in Business Applications (3)	<i>Required</i>			
BUS 141 ◊ Introduction to Business (3)	<i>Required</i>			
BUS 171 ◊ Introduction to Customer Service (3)	<i>Required</i>			Explore stackable certificate(s)/degree(s)
BUS 188 ◊ Business Writing (3)	<i>Required</i>			
BUS 146 ◊ Business Computations (3) OR	<i>Required</i>			

BUS 102 ◊ Small Business Accounting (3)				
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16 Credit hours

BUS 103◊: Any student who can type 25 words per minute on a three-minute timing, with five errors or fewer, using proper touch-typing technique, may take a proficiency test for BUS 103◊.

BUS 103◊: Students completing the BUS 103◊ proficiency requirement in the first semester may take BUS 104◊ in the first semester instead of the second semester.

Semester Two: Spring	Category	Stackable Certificate	Stackable Degree	Next Steps
BUS 104 ◊# Keyboarding Speed & Accuracy (1)	<i>Required</i>			Meet with your Academic Advisor to finalize your academic plan for graduation and register for stackable certificate/degree (option). Submit graduation petition by deadline (check for the specific date in catalog or syllabus.)
BUS 125 ◊ Fundamentals of Office Administration (3)	<i>Required</i>			
BUS 150 ◊ Principles of Management (3)	<i>Required</i>			
BUS 161 ◊ Business Law I (3)	<i>Required</i>			
CHN 101 ◊ Elementary Chinese I (4) OR SPN 101 ◊ Elementary Spanish I (4)	<i>Required</i>			

14 Credit hours

See BUS course descriptions (p. **Error! Bookmark not defined.**).

Coordinator: Dr. William M. Griffin, Ext. 3579