# ADMINISTRATIVE ASSISTANT (CERTIFICATE)

*Business & Information Technology*

Program website (https://www.harpercollege.edu/academics/business/info-systems/administrative-assistant-certificate.php)

## Program Overview

This 17 credit-hour certificate program prepares students for positions as business office administrative assistants. Students are introduced to advanced word processing and spreadsheets, to use of the Internet including Web browsing and e-mail, and to the integrated use of word processing, spreadsheet, and presentation software. Students are also introduced to computer skills and business management principles and to business writing. This certificate is the second in a two-certificate sequence: Office Assistant and Administrative Assistant.

## Program Requirements

| Code | Title | Hours |
| --- | --- | --- |
| Select one of the following options: [1] | | 3 |
| Option 1 | | |
| CAS 105 & CAS 115 & CAS 125 | Word Processing Software and Spreadsheet Software and Database Software | |
| Option 2 | | |
| CAS 160 | Introduction to Business Software Packages | |
| CAS 135 | Presentation Software [2] | 1 |
| CAS 205 | Advanced Word Processing Software [2] | 1 |
| CAS 215 | Advanced Spreadsheet Software [2] | 1 |
| CAS 290 | Office Assistant Capstone [2] | 2 |
| CIS 100 | Computer and Digital Literacy | 3 |
| or CIS 101 | Introduction to Computer Information Systems | |
| ENG 130 | Business Writing [3] | 3 |
| MGT 111 | Introduction to Business Organization | 3 |
| **Total Hours** | | **17** |

[1] These courses are included in the Office Assistant certificate. Students may take CAS 105, CAS 115 and CAS 125 **or** CAS 160 to satisfy this requirement.

[2] This course is included in the Office Assistant certificate.

[3] Placement test scores required.

## Gainful Employment

Harper College provides Gainful Employment information to comply with the U.S. Department of Education.