**Programs of Study**

**ADMINISTRATIVE SUPPORT ASSISTANT**  
**TECHNICAL CERTIFICATE OF CREDIT**

*Offered at the Augusta, Thomson, and Waynesboro campuses*

**Entrance Dates:**  
- Fall and Spring

**Length of Program:**  
- Two Terms

**Credit Hours Required for Graduation:**  
- 20

**Program Description:** The Administrative Support Assistant program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel. Courses include: Introduction to microcomputers, word processing, and office procedures. The course prepares students for the MOS: Microsoft Office Word Certification testing. A high school diploma or GED is required for admission to this program.

**Employment Opportunities:** Those students who graduate with the Administrative Support Assistant certificate may be employed in entry-level positions in office settings including educational institutions, federal, state, and local government offices, and small and large businesses. Entry level positions are available in several areas including office assistant, receptionist, clerk typist, general office clerk, order clerk, stock control clerk, and data entry clerk.

**Curriculum Outline**

**Occupational Courses**  
- COMP 1000 Introduction to Computers  
- BUSN 1240 Office Procedures  
- BUSN 1440 Document Production  
- BUSN 1400 Word Processing Applications  
- XXXX xxxx Elective Courses

**Electives**  
- BUSN 1100 Introduction to Keyboarding  
- BUSN 1190 Digital Technologies in Business  
- BUSN 1300 Introduction to Business  
- BUSN 1340 Customer Service Effectiveness  
- BUSN 1410 Spreadsheet Concepts and Applications  
- BUSN 1420 Database Applications  
- BUSN 1430 Desktop Publishing and Presentation Applications  
- BUSN 2160 Electronic Mail Applications  
- BUSN 2170 Web Page Design  
- BUSN 2180 Speed and Accuracy Keying  
- BUSN 2200 Office Accounting  
- BUSN 2240 Business Administrative Assistant Internship I  
- BUSN 2300 Medical Terminology  
- BUSN 2310 Anatomy and Terminology for the Medical Administrative Assistant  
- MKTG 1100 Principles of Marketing  
- MKTG 1130 Business Regulations and Compliance  
- MGMT 1100 Principles of Management  
- MGMT 1125 Business Ethics  
- MGMT 2115 Human Resource Management  
- ENGL 1010 Fundamentals of English I  
- MATH 1012 Foundations of Mathematics

**Notes:**
- Upon entry into this certificate program, if student is unable to key at a rate of 25 wpm or higher, BUSN 1100 must be taken as a first-quarter elective.

**MICROSOFT OFFICE APPLICATIONS PROFESSIONAL**  
**TECHNICAL CERTIFICATE OF CREDIT**

*Offered at the Augusta, Thomson, and Waynesboro campuses*

**Entrance Dates:**  
- Fall: Augusta
- Fall and Spring: Thomson and Waynesboro

**Length of Program:**  
- Two Terms

**Credit Hours Required for Graduation:**  
- 22

**Program Description:** The Microsoft Office Applications Professional certificate program provides students with the knowledge and skills to perform word processing, spreadsheet, database, and presentation applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers as well as to prepare students for Microsoft Certified Application Specialist (MCAS) certification. Graduates of the program receive a Microsoft Office Applications Professional Technical Certificate of Credit. A high school diploma or GED is required for admission to this program.

**Employment Opportunities:** Graduates of this program find employment as administrative and executive office professionals in government, business, medical, legal, educational, and technical areas. With the ongoing expansion of business in the CSRA, there is a continual need for highly skilled administrative professionals and executive support personnel.

**Curriculum Outline**

**Occupational Courses**  
- COMP 1000 Introduction to Computers  
- BUSN 1400 Word Processing Applications  
- BUSN 1410 Spreadsheet Concepts and Applications  
- BUSN 1420 Database Applications  
- BUSN 1430 Desktop Publishing and Presentation Applications  
- XXXX xxxx Specific Occupational-Guided Elective

**Electives**  
- BUSN 1100 Introduction to Keyboarding  
- BUSN 1190 Digital Technologies in Business  
- BUSN 1300 Introduction to Business  
- BUSN 1340 Customer Service Effectiveness  
- BUSN 1410 Spreadsheet Concepts and Applications  
- BUSN 1420 Database Applications  
- BUSN 1430 Desktop Publishing and Presentation Applications  
- BUSN 2160 Electronic Mail Applications  
- BUSN 2170 Web Page Design  
- BUSN 2180 Speed and Accuracy Keying  
- BUSN 2200 Office Accounting  
- BUSN 2240 Business Administrative Assistant Internship I  
- BUSN 2300 Medical Terminology  
- BUSN 2310 Anatomy and Terminology for the Medical Administrative Assistant  
- MKTG 1100 Principles of Marketing  
- MKTG 1130 Business Regulations and Compliance  
- MGMT 1100 Principles of Management  
- MGMT 1125 Business Ethics  
- MGMT 2115 Human Resource Management  
- ENGL 1010 Fundamentals of English I  
- MATH 1012 Foundations of Mathematics