

COMPUTER INFORMATION SYSTEMS

Administrative Assistant Certificate

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.

Number	Course Title	Credits
CAS 105	Word Processing Software ^{1,2} and	
CAS 115	Spreadsheet Software ^{1,2} and	
CAS 125	Database Software ^{1,2} or	
CAS 160	Introduction to Business Software Packages	3
CAS 135	Presentation Software ¹	1
CAS 205	Advanced Word Processing Software ¹	1
CAS 215	Advanced Spreadsheet Software ¹	1
CAS 290	Office Assistant Capstone ¹	2
CIS 100	Computer and Digital Literacy or	
CIS 101	Introduction to Computer Information Systems	3
ENG 130	Business Writing ³	3
MGT 111	Introduction to Business Organization	3

1,2 This course is included in the Office Assistant certificate. Students may take CAS 105, 115 and 125 OR CAS 160 to satisfy this requirement.

1 This course is included in the Office Assistant certificate.

3 Placement test scores required.