

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.