

ADMINISTRATIVE ASSISTANT, CAREER PATHWAY CERTIFICATE OF COMPLETION

The Career Pathways Certificate of Completion: Administrative Assistant is a one-year certificate to prepare students for immediate employment in a variety of industries, such as health care, finance, construction, and technical services. Graduates will have obtained skills most often requested by employers, including written and oral communication, organization, customer service, problem solving, and computer proficiency, including Microsoft Word and Excel.

Click here (<https://www.socc.edu/pathways/roadmapsaz/152-administrative-office-professional>) to learn how this Career Pathway Certificate can lead to earning an AAS Administrative Office Professional.

Graduation Requirements

Students must complete a minimum of 42 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses must be passed with a grade of 'C' or better. One course must be completed at Southwestern before the Career Pathway Certificate of Completion: Administrative Assistant is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

Pre-Program Courses

Students are required to take the following courses *prior to* the program courses, depending on students' college placement information. See advisor for details:

Code	Title	Credits
CIS120	Concepts of Computing	4
MTH20	Basic Mathematics	4
OA121	Beginning Keyboarding	3
WR90 or WR90R	Paragraph Fundamentals Academic Literacy	3-4

Program Guide

Course	Title	Credits
First Year		
Fall		
BA284	Job Readiness	1
CIS125W	Word Processing Applications	3
MTH98 or MTH82	Math Literacy or Business Mathematics	4
OA124	Keyboard Skill Building	3
WR115 or WR121	Introduction to Expository Writing or English Composition	3
Credits		14
Winter		
BA285	Human Relations in Organizations	3
CIS125DW or CIS125DB	Computer Applications: Dreamweaver or Database Applications	3

CIS125S	Spreadsheet Applications	3
CIS135W	Advanced Word Processing	3
OA220	Electronic Calculators	1
Credits		13
Spring		
BA205	Solving Communication Problems	4
BA280	CWE: Business Admin	2
OA116	Office Procedures	3
OA205	Proofreading and Editing	3
OA240	Filing and Records Management	3
Credits		15
Total Credits		42

Program Student Learning Outcomes

Upon successful completion of this program the student will be able to:

- Use computers and office equipment proficiently.
- Organize and protect information resources to meet business needs.
- Perform routine bookkeeping tasks for a small sole proprietorship, partnership, or corporation, including payroll.
- Diplomatically, tactfully, and respectfully interact with diverse populations.
- Integrate use of contemporary software tools to organize and complete specialized tasks.
- Research technical issues using library, Internet, and specialized reference works.
- Demonstrate effective time management techniques.
- Model professional and ethical behaviors.