

Glen Oaks Community College

Office Administrative Assistant Certificate

Administrative Assistant is the title typically used for today's support service employee who interacts with managers or other professionals as a team member with decision-making responsibilities. In addition to the required coursework, students will choose courses from a specialized area of study.

Required Coursework (30 hours)

BAC 111	Contemporary Business & Technical Communications*	4 Credits
BAM 101	College Skills & Portfolio Writing	3 Credits
BAM 103	Business Math*	3 Credits
BIP 121	Intermediate Keyboarding *	4 Credits
BIP 220	Advanced Keyboarding-Executive*	3 Credits
OR		
BIP 221	Advanced Keyboarding-Legal*	3 Credits
BIP 245	Office Procedures*	4 Credits
EDP 101	Introduction to Computers & Software	4 Credits
EDP 214	Presentation Graphics (PowerPoint/Publisher)*	3 Credits
EDP 227	Concepts of Spreadsheets Level I (Excel)*	2 Credits

Electives (8/9 hours required from one of two specialized areas of study below)

Executive

BAA 100	Fundamentals of Accounting	OR	
BAA 111	Principles of Accounting*		4 Credits
BAM 251	Organizational Behavior*		3 Credits
BIP 230	Machine Transcription*		3 Credits
BIP 271	Internship I*		3 Credits
EDP 100	Using the Internet		1 Credit
EDP 234	Database Applications (Access)*		3 Credits

Legal

BAM 221	Business Law I		3 Credits
BIP 219	Legal Terminology		2 Credits
BIP 230	Machine Transcription*		3 Credits
BIP 271	Internship I*		3 Credits
EDP 100	Using the Internet		1 Credit
SSG 111	State & Local Government		3 Credits

Minimum Hours Required 38/39 Credits

*Course has a prerequisite

Effective: Fall 2011

Address
62249 Shimmel Rd.
Centreville, MI 49032

Phone
Local: 269-467-9945
Toll Free: 1-888-994-7818

Web
<http://www.glenoaks.edu>