Administrative Assistant Certificate

Degree Type
Certificate of Completion

Required Courses: Certificate of Completion - Administrative Assistant

Offered at Wenatchee campus

Prerequisite for completion: MATH 093 Pre-Algebra or higher

Curriculum

Course ID	Title	Credits
BCT 105	Computer Applications	5.0
BCT 111	Business English	5.0
BCT 115	Resume and Interview	2.0
BCT 116	Professional Work Relations	3.0
BCT 118	Customer Relations Management	3.0
BCT 120	Word Processing I	5.0
BCT 125	Internet Use	2.0
BCT 130	Spreadsheets	5.0
BCT 160	Presentation Graphics	3.0
BCT 170	Microsoft Outlook	2.0
BCT 205	Business Communications	5.0
CMST 130	Survey of Digital Communications	5.0
	Total Credits	**45**

Course Sequencing

Recommended schedule for completing certificate in one year:

Fall Quarter

Course ID	Title	Credits
BCT 105	Computer Applications	5.0
BCT 111	Business English	5.0
BCT 116	Professional Work Relations	3.0
BCT 125	Internet Use	2.0

Winter Quarter

Course ID	Title	Credits
BCT 115	Resume and Interview	2.0
BCT 120	Word Processing I	5.0
CMST 130	Survey of Digital Communications	5.0
BCT 160	Presentation Graphics	3.0

Spring Quarter

Course ID	Title	Credits
BCT 118	Customer Relations Management	3.0
BCT 130	Spreadsheets	5.0
BCT 170	Microsoft Outlook	2.0
BCT 205	Business Communications	5.0