



Administrative Assistant

Program Goals Statement

This advanced-level certificate helps upgrade skills to improve job opportunity. Students examine the latest office technologies and procedures, learn the advanced functions of Microsoft Office software and speech recognition software, and develop database and writing skills. If you have no working experience of Microsoft Office software, choose the Office Support certificate program.

Program Information

- Transfer credits for any course in the Office Administration Department must be approved by the Office Administration Department Chairperson.
- This advanced-level certificate provides the most up-to-date training that addresses the fast-changing computer needs of today's offices. The advanced level of skills developed provides excellent job mobility.
- Credits from the Office Support certificate program transfer into the Administrative Assistant certificate program and the Executive Administrative Assistant degree program.
- Cooperative Education (CED 210) is highly recommended before graduation.

Recommendations

- In addition to the requirements of this program, it is recommended that students enroll in CED 210 - Cooperative Work Experience after completion of the OFC courses listed in the program. Students may gain valuable work experience by enrolling in CED 210 which places students in office positions related to their academic program.
- Students must type 30 wpm and have working knowledge of Microsoft Office software.

Program: Office Administration
Type: Certificate

Campus

Campus:
Fall River
Item #
Title
Credits



Program Requirements

Item #	Title	Credits
ACC 114	Introduction to QuickBooks Pro	1
ENG 101	Composition I: College Writing	3
OFC 150	Speech Recognition	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
OFC 260	Writing Skills for the Administrative Assistant	3
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 266	Administrative Office Management	3
OFC 294	Office Administration Colloquium	3

Recommended Course Sequence - Semester 1

Item #	Title	Credits
ENG 101	Composition I: College Writing	3
OFC 150	Speech Recognition	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3

Recommended Course Sequence - Semester 2

Item #	Title	Credits
ACC 114	Introduction to QuickBooks Pro	1
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 266	Administrative Office Management	3
OFC 294	Office Administration Colloquium	3
OFC 260	Writing Skills for the Administrative Assistant	3
Total credits:		28