

Administrative Assistant Level II Certificate (3526)

First Year

First Semester – 16 Hours

HRPO	1311	Human Relations	3
POFT	1301	Business English	3
POFT	1319	Records and Information Management I	3
POFT	1331	Business Machine Applications	3
POFT	1429	Keyboarding and Document Formatting	4

Second Semester – 15 Hours

ENGL	1301	Freshman Composition I	3
POFI	1301	Computer Applications I	3
POFT	1309	Administrative Office Procedures I	3
POFT	1313	Professional Development for Office Personnel	3
POFT	2301	Document Formatting and Skillbuilding	3

Second Year

First Semester – 15 Hours

ACNT	1303	Introduction to Accounting I	3
POFI	2301	Word Processing	3
POFT	2312	Business Correspondence and Communications	3
POFT	2321	Machine Transcription	3
SPCH	1311	Fundamentals of Speech	3
	or		
SPCH	1321	Business & Professional Speech	

Capstone for Certificate: Keyboarding Proficiency of 50 words per minute with 5 or less errors.

Total Hours

46

Keyboarding speed & accuracy as well as technical proficiency may be achieved through any combination of POFT 2303, 1329, 1429, 2301, or 2333, or credit by exam.