



# Administrative Assistant

Certificate

## Program description

The Business Technology (BSTEC) Department prepares students with the technical skills and knowledge to be successful in a variety of business positions. This is a very flexible program that prepares students to work in a variety of industries, in a multitude of positions ranging from entry-level to managerial. Students will master office technology skills including MS Office and typing. In addition to technology skills, students will learn to be effective business communicators, team players, and leaders. In addition to having academic credentials, BSTEC faculty are required to have work experience related to the field in which they are teaching. Thus, students are exposed to current work practices while they are learning concepts and perfecting the skills that will be needed in the workforce. [Learn More](#)

## Key advisors

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## Program map

The following program map contains recommended courses to complete your degree or certificate. This document does not replace meeting with an advisor. In order to discuss your educational goals and plan, a meeting with an advisor is very important.

## Part-Time Pathway (3-10 Credits per Quarter)

### First block: Fall

Courses: 10 credits	Credits	Complete?
BSTEC 100 - Fundamentals of Office Management	5	
BSTEC 120 - Introduction to MS Office Software	5	

#### Action items/milestones

- Declare your program of study/major
- Meet with your advisor to discuss this program map

### Second block: Winter

Courses: 10 credits	Credits	Complete?
ENGL& 101 - English Composition I	5	
BSTEC 110 - Beginning Keyboarding	2	
BSTEC 112 - Professional Document Formatting	3	

### Third block: Spring

Courses: 8 credits	Credits	Complete?
BSTEC 150 - Microsoft Word	3	
BUSN 160 - Human/Labor Relations	5	

### Fourth block: Summer

Courses: 7 credits	Credits	Complete?
BSTEC 139 - Career Readiness Skills (Summer Only)	2	
BUSN 135 - Business Mathematics	5	

### Fifth block: Fall

Courses: 8 credits	Credits	Complete?
BSTEC 165 - Microsoft Excel (Fall Only)	3	
BSTEC 185 - Business Correspondence (Fall Only)	5	

### Sixth block: Winter

Courses: 3 credits	Credits	Complete?
BSTEC 140 - Internship	3	