NORTH SEATTLE COLLEGE
One of the Seattle Colleges

Administrative Assistant Certificate- 5470
Requirements Effective Fall 2016
Program Planning Guide

Program Description: This certificate prepares students for jobs as administrative assistants and office support professionals. It is geared for students who are currently working in a related field or who already have a college degree (or certificate), or have taken a substantial number of college level courses.

Prerequisites: Many classes have prerequisites. Prerequisites are those classes that prove eligibility for entry by testing or by having satisfied prior course work. Course work earned at other institutions must be unofficially evaluated or approved by a program advisor before registering. Courses in this certificate with pre-requisites are marked with an asterisk (*). See catalog for more information.

Administrative Assistant Prerequisites: Type 25 correct words a minute, placement into ENGL097 or higher, MATH081

Note: Advanced placement testing, work experience and transfer of credits may result in some course waivers, credit transfer and advanced placement.

Course Number	General Education/Related Instruction Requirements (15 credits)	Credit Hours
BUS 131*	Integrated Communications	5
BUS 116*	Business Math/Spreadsheets	5
BUS 140	Customer Relations	5
	Certificate Requirements (35 credits)	
BUS 106[1]*	Keyboarding/Skillbuilding	3
BUS 112	Multicultural Issues in the American Workplace	5
BUS 124	Excel for Business	5
BUS 169	Using Computers in Business I	5
BUS 170*	Information Technology I	5
BUS 182	Information and Database Management	5
BUS 230*	Business Communications	5
CWE 101	Portfolio, Job Search and Interviewing	2
	Total Credits: 50 (excluding prerequisites)	

Course Notes:
[1]Course may be taken up to three times to assist students in achieving typing skills required by industry.

Program Outcomes:
- Apply office software technology to increase administrative productivity.
- Use effect customer relations skills to communicate with internal and external customers.
- Create, format and proofread business letters and memos using correct business English.

What Skills do I need to be successful in this field?
- http://www.onetonline.org/link/summary/43-9061.00

What are some potential job titles?
- Administrative Assistant
- Office Assistant
- Customer Service Representative
- Member Services Representative

Wages, employment trends and pathways
http://www.onetonline.org/link/summary/43-9061.00#Wages#Employment

Course Sequence: This program of study is outlined by quarter below. Courses should be taken in the indicated sequence. However, it should not be assumed that students will always proceed through their program of study exactly as shown here. The number of quarters listed here is a minimum. Not all courses are offered every quarter. Individual student experiences, educational and training background, and personal schedules and demands all may affect the time it takes to complete this certificate. Also, in general, summer quarter is not considered one of the full-time quarters in the certificate.

1st quarter: BUS106, BUS131, BUS140, BUS169
2nd quarter: BUS112, BUS116, BUS170, CWE101
3rd quarter: BUS124, BUS182, BUS230

Program Contact: Business Dept. Coordinator   (206) 934-3730

NSC Advising Office: (206) 934-3658   https://northseattle.edu/advising

Program Website: https://northseattle.edu/programs/administrative-assistant