

Administrative Office Specialist Certificate

Program Description

The Administrative Office Specialist certificate is designed to prepare students for entry-level clerical positions in the business office.

The program offers a series of skill-building courses with related courses in administrative office procedures and information processing.

Note: *The student is expected to have mastered basic keyboarding skills before beginning this program.*

Program Contacts

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Program Outcomes

Upon successful completion of the Administrative Office Specialist Certificate program, the learner will be able to:

1. Communicate effectively both orally and in writing. (BSA 105, BSA 225, CSA 113, CSA 114, CSA 126)
2. Design and implement procedures to achieve various office-related tasks. (ACC 121, BSA 225, CSA 113, CSA 114, CSA 126, CSA 172)
3. Employ individual and/or team organizational skills in accordance with the goals of the organization. (BSA 105, BSA 225, CSA 113, CSA 114, CSA 172)
4. Manage information systems and electronic media to accomplish office responsibilities. (ACC 121, BSA 225, CSA 113, CSA 114, CSA 126, CSA 172)

Program Requirements

A minimum of 17 credit hours is required to complete the Administrative Office Specialist Certificate.

Course	Course Title	Credit Hours
ACC121	Introductory Accounting	3
BSA105	Business English	3
BSA225	Admin Office Management	3
BSA233	Business Communications	3
CSA111	Keyboarding	1
OR	CSA112 Keyboarding Skill Building	1
	CSA134 Microsoft Word Desktop Publish	2
OR	CSA140 Microsoft Word	2
	CSA138 Microsoft Excel	2
OR	CSA139 Microsoft Access	2