

BUSINESS ASSISTANT CERTIFICATE

The Business Assistant Certificate program places emphasis on general office skills. It will prepare students for entry-level office positions.

Occupational Objectives: *General Office Assistant or Business Assistant.*

Related Instruction Requirements		Credits
Communications	WRIT 104 Workplace Communications	3
Health	HLTH 130 Personal Health and Wellness	2
Human Relations	HS 100 Human Relations	1
Mathematics	M 111 Technical Mathematics	3
Native American Studies	NASX (one course)	3
Technology	CAPP 131 Basic MS Office	3
Total Related Instruction credits required for degree		15
Business Assistant Program of Study		Credits
ACTG 180	Payroll Accounting	3
ACTG 201	Principles of Financial Accounting	4
BFIN 205	Personal Finance	3
BU 201	Business Ethics	2
TASK 145	Records Management	3
Total Program of Study credits required for certificate		15
Total credits required for certificate		30

Program Learning Outcomes:

- Develop the ability to think critically and analyze problems
- Use business-related information processing systems with proficiency
- Demonstrate skill in administrative support tasks