Administrative Assistant – General Office Administration

Degree Type
Certificate

Students in this option learn to keyboard, write and format business documents; use a variety of information processing tools; administer and organize an automated office; and apply correct office procedures in various situations.

Students are encouraged to build on certificate programs and eventually obtain a degree at the College.

Learn more about the program and apply at General Office Administration Certificate

Requirements

Fall Semester

Item #	Title	Credits
BST101	Typing I	3
BUS102	Business Communication	3
BST110	Computer Applications	3
BUS100	Introduction to Business	3
PSY101	General Psychology	3

Spring Semester

Item #	Title	Credits
ACC100	Survey of Accounting	3
BST220	Advanced Word Processing Application	3
BST202	Standard Office Procedures	3
	Business Elective	3

BST101: If waived, must be replaced with a Business course.

	Total Credits	27

Career Outlook

This occupational profile is provided by O*NET.

Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Program Outcomes

Upon completion of the Information Technology – Administrative Assistant-General Office Administration certificate, students are able to:

- Read, write, discuss and think critically about topics and ideas in information and/or office technology.
- Analyze ethical issues and apply ethical standards in the performance of responsibilities in a variety of information and office technology careers.
- Synthesize information from communications, information technology, office technology, and business to provide customer service and solve business problems.
- Assume entry-level positions in a variety of information and office technology careers.
- Work well with teams in an information or office technology setting.
- Continue education in an associate program.

https://www.capecod.edu/degrees/certificate-administrative-assistant/