

Business Assistant

Certificate (C092)

Technical Requirements 18

Total Credits18

Program Description

The Business Assistant Certificate program provides students with the entry level skills needed to perform administrative assistant duties in a variety of work settings. The Certificate includes instruction in accounting, business communications, human resources, management, and computer applications. The Business Assistant Certificate provides students with a foundation level of knowledge and skills from courses that are taught to first-year students in the Business Management program.

Program Outcomes

By completing this program, students will achieve the following learning outcomes:

- Read, understand, and prepare standard types of business documents
- Use appropriate office procedures as related to records information management, telephone communications, and mail management
- Produce accurate business documents and reports using computer technology and applying appropriate editing and language skills

Career Opportunities

The Business Assistant Certificate program enhances the entry level skills of individuals performing administrative duties. Graduates are employed in organizations of every type, but most are employed in service-providing industries ranging from education and health care to government and retail trade. Others may work in firms engaged in manufacturing or construction.

Program Course Requirements

BUSN 1102	Introduction to Accounting	3 cr
BUSN 1162	Customer Relations	3 cr
BUSN 1166	Business Communications.....	3 cr
BUSN 2114	Human Resource Principles.....	3 cr
BUSN XXXX	Any other BUSN prefixed course	3 cr
COMP 1101	Computer Fundamentals	3 cr

GRADUATION REQUIREMENT - 18 CREDITS

Semester Course Requirements

Individual semester plans are determined between instructor or advisor and student to best meet the needs of the student.

Course Prerequisites

Some courses may require appropriate test scores or completion of basic math, basic English and/or reading courses with a "C" or better. CLC utilizes a multiple measure approach for placement which may include high school MCA, SAT, ACT scores in addition to high school GPAs. For insurance purposes, internships may require that students be 18 years old.

Graduation Requirements

In addition to the program requirements, students must meet the following conditions in order to graduate:

1. College Cumulative GPA Requirement: cumulative grade point average (GPA) of credits attempted and completed at CLC must be at least 2.0;
2. Residency Requirement: students must complete 25% of their credits at Central Lakes College.