

BUSINESS OFFICE ASSISTANT

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Certificate of Proficiency

30116 (Available On Campus and Online)

Advisors: Dana Barnett, Tammy Campbell, Derek Rich

This certificate program provides basic training in office skills and business knowledge that is expected in the business world today. The curriculum prepares you for positions such as clerk, receptionist, or office assistant.

Curriculum Requirements

AIS 118	Electronic Keyboarding II	3 credits
AIS 214	The Office Professional	3 credits
AIS 238	Advanced Office Applications	3 credits
AIS 240	Desktop Publishing	3 credits
AIS 241	Integrated Business Projects	3 credits
BUA 101	Introduction to Business	3 credits
BUA 259	Business Communications	3 credits
BUS 101	Fundamentals of Accounting OR	
BUA 233	Uses of Accounting Information I	3 credits
BUS 111	Business Mathematical Calculations	3 credits
CMP 101	Introduction to Computers OR	
CMP 103	Introduction to Computer Based Systems	3 credits
Total Minimum Certificate Requirements - 30 credits		

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 17 certificate credits at Eastern Arizona College.