



Administrative Support Assistant (AS21) 20 Credit Hours

Program Description:

The Administrative Support Assistant program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel. Courses include: Introduction to Computer Literacy, word processing, and office procedures.

Contact:

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Program Coordinator
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Website:

<https://sctech.smartcatalogiq.com/en/current/catalog/business-programs/as21-administrative-support-assistant-technical-certificate-of-credit>

Certificate Requirements					
Program Specific					
<ul style="list-style-type: none"> Courses are offered online only 					
<i>S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer; ALL=any semester</i>					
✓	Grade	Semester 1	S	CR	Notes and Milestones
		COMP 1000 Introduction to Computer Literacy	ALL	3	Prerequisites must be passed with a "C" or higher
		BUSN 1240 Office Procedures	ALL	3	Prerequisite COMP 1000 - Introduction to Computer Literacy with a grade of C or better
		BUSN XXXX Occupational Guided Elective	ALL	3	List of Occupational Guided Electives
		BUSN XXXX Occupational Guided Elective	ALL	3	List of Occupational Guided Electives
				12	Program Semester Hours
✓	Grade	Semester 2	S	CR	Notes and Milestones
		BUSN 1400 Word Processing Applications	ALL	4	Prerequisite COMP 1000 - Introduction to Computer Literacy with a grade of C or better
		BUSN 1440 Document Production	ALL	4	Required typing test indicating the ability to key at least 25 words per minute accurately, OR successfully pass BUSN 1100 with grade of "C" or better. https://www.typingtestpro.com/ Access Code: SCTCstudent TestID: ndbntk6z
				8	Program Semester Hours
Meet with your Academic Advisor to ensure you are viewing the latest and most accurate information.					

Employment Opportunities: <https://www.sctech.edu/career-services/>

Financial Aid by Program: <https://www.sctech.edu/sctc-programs-by-financial-aid-fund-type/>

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