

Intermediate Technical Certificate- Administrative Assistant

2017-18

CIP:	Major Code: 4338T
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Focused Area Advisor: Christa Tackett 208.732.6228 ctackett@csi.edu

Major Advisor: Kirk Ruby 208.732.6316 kruby@csi.edu

This program is designed to prepare students with an understanding of the technical and human relation skills necessary for a position in any office.

Program Application Required: Yes

COURSES

	TERM 1	CREDITS
<input type="checkbox"/>	ENGL 101 English Composition 1	3
<input type="checkbox"/>	AMDN 100 Mechanics of Business Writing	3
<input type="checkbox"/>	ADMN 110 Business Financial Applications	3
<input type="checkbox"/>	ADMN 114 Office Procedures	3
<input type="checkbox"/>	ADMN 142 Business Document Processing	3
	Semester Total	15

	TERM 2	CREDITS
<input type="checkbox"/>	MATH 123 Math in Modern Society	3
<input type="checkbox"/>	General Education Social Science	3
<input type="checkbox"/>	ACCB 129 Introduction to Bookkeeping	3
<input type="checkbox"/>	ACCB 129L Introduction to Bookkeeping Lab	1
<input type="checkbox"/>	ADMN 104 Business Writing	3
<input type="checkbox"/>	ADMN 116 Spreadsheet Applications	3
	Semester Total	16

NOTES

TERM 1
*Prerequisite: Placement

TERM 2

Degree Completion Total Credits: 31

The Checklist allows students an alternative from the Completion Plan when reviewing courses. It does not introduce any new requirements to the program.

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ENGL 101	English Composition 1 (3 cr)	Prerequisite: Placement
MATH 123	Math in Modern Society (3 cr)	Prerequisite: MATH 023 or placement
Gen. Ed. Social Science	Choice: _____ (3 cr)	
ACCB 129	Introduction to Bookkeeping (3 cr)	
ACCB 129L	Introduction to Bookkeeping Lab (1 cr)	
ADMN 100	Mechanics of Business Writing (3 cr)	
ADMN 104	Business Writing (3 cr)	
ADMN 110	Business Financial Applications (3 cr)	
ADMN 114	Office Procedures (3 cr)	
ADMN 116	Spreadsheet Applications (3 cr)	
ADMN 142	Business Document Processing (3 cr)	
Total credit hours required for this major: 31		

Program Application Required: Yes

GE Courses can be found on pages 36 through 38 of the 2017-2018 catalog.