Crafton Hills College
Certificate of Achievement
Administrative Assistant
2018-2019

Student Name: _____

ID #: _____

Date: _____

Counselor: _____

This certificate is designed to prepare students for entry-level positions as administrative assistants. It provides students computer literacy skills, a solid foundation in Microsoft Windows and Office, as well as business communication and employability skills that are needed for success in the workplace.

Certificate Requirements:
Students intending to earn a certificate from Crafton Hills College must complete no less than 50 percent of the courses required for the certificate in residence at Crafton Hills College and must earn a "C" or better in all coursework required as a part of the certificate.

Admission: Open to all students. Registration is limited to class size restrictions.

Completion of the following 15 units qualifies the student for the Administrative Assistant Certificate of Achievement:

Required Courses:		Units	IP	Need	Grade
CIS 091	Essential Technology Skills for College and Career Success	3			
CIS 095	Employability Skills for Technical Careers	2			
CIS 101 **or** BUSAD 230	Introduction to Computer & Information Technology **or** Using Computers for Business	3			
CIS 106	Spreadsheet Concepts and Application with Excel	3			
BUSAD 145 **or** COMMST 145	Business Communication	4			
	Total Required Units:	**15**			