**Administrative Support**

**Business Division**

The Administrative Support Certificate offers students a broad range of computer skills, competent management skills and a keen understanding of the business environment. By choosing an area of focus in Accounting, Legal, Technology or General Business studies, students are prepared for career-oriented positions such as entry-level accounting and bookkeeping, information technology specialists, human resources generalists, legal assistants, legal secretaries, and administrative assistants. Concentrations offer an easy transition into the Business Management Associate Degree program. It also may transition to Associate Degree programs in Business Administration, Business Finance, Legal Assistant/Paralegal, and Marketing. Students are encouraged to complete this Certificate Program as a first step towards earning the Associate Degree. The program may be pursued on a full or part-time basis. Students requiring basic skills development courses in reading, English or math as determined by placement testing area advised to begin their program with these basis skills courses to ensure success in the required business courses. For further information, please contact the Business Division Director.

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| **Course No.** | **Title** | **Credits** |
|  | CORE AREA: (Required, 9 credits) |  |
| CSA\*H105  CSC \*H101 | Intro to Software Applications  or Introduction to Computers | 3 |
| BMG\*H202 | Principles of Management | 3 |
| CSA\*H205 | Advanced Applications | 3 |
|  | FOCUS AREAS: (6 credits) |  |
| Accounting |  |  |
| ACC\*H113 | Principles of Financial Accounting | 3 |
| ACC\*H117 | Principles of Managerial Accounting | 3 |
| Legal |  |  |
| BBG\*H231 | Business Law I | 3 |
| BBG\*H232 | Business Law II | 3 |
| Technology |  |  |
| CSC\*H231 | Database Design I | 3 |
| CSA\*135 | Spreadsheet Applications | 3 |
| General Business |  |  |
| BMG\*H220 | Human Resource Management | 3 |
| BMG\*H105 | Supervision and Organizational Behavior | 3 |
|  | Total Credit Hours | 15 |

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:

1. Demonstrate basic knowledge of the components of the business environment and environmental factors affecting business today.
2. Demonstrate understanding of the functions of management: planning, leading, organization and controlling.
3. Demonstrate the skills needed to organize thoughts and ideas and the skills needed to communicate them, verbally and in writing, in a manner that can be easily understood in the business environment.