

# ADMINISTRATIVE SPECIALIST, CERTIFICATE OF PROFICIENCY



The Certificate of Proficiency in Administrative Specialist offers coursework in workplace productivity applications, workplace communication, and Internet productivity skills to prepare students for a wide variety of entry-level administrative positions. All credits in this certificate transfer to the two-year Business Technology degree.

**This program is available to be completed 100% online.**

**This certificate will be automatically awarded when the certificate requirements are completed. If you do not want to receive the certificate, please notify the Office of the Registrar at RegistrarOffice@tri-c.edu.**

**Program contact:** Learn more

Learn more about how certificate credits apply to the related degree.

## Program Learning Outcomes

This program is designed to prepare students to demonstrate the following learning outcomes:

- a. Work independently and collaboratively to meet the needs of the organization.
- b. Exhibit professional and ethical conduct in personal and professional relationships according to workplace protocol.
- c. Utilize word processing, spreadsheet, and presentation productivity software effectively.
- d. Listen, read and provide verbal, written and electronic instructions, direction and procedures; respond appropriately to coworkers, clients and other professionals.
- e. Create, input, edit, organize, electronically share and print various business documents accurately and according to business industry standards.
- f. Implement search engines and Internet tools to communicate and locate information.

Summer Start	Credit Hours
Select one of the following:	3
ENG-1010 College Composition I	
ENG-101H Honors College Composition I	
Select one of the following:	3
IT-1090 Computer Applications	
IT-109H Honors Computer Applications	
<b>Credit Hours</b>	<b>6</b>

First Semester		
BADM-1020	Introduction to Business	3
BT-1150	Word for Business Documents	3
BT-1700	Business Spreadsheets (Excel)	3
<b>Credit Hours</b>		<b>9</b>
Second Semester		
Select one of the following:		3
BADM-2010	Business Communications	
BADM-201H	Honors Business Communications	
BT-2040	Emerging Workplace Technology	3
BT-2211	Presentation Software	3
BT-2200	Advanced Word Processing	3
BT-XXXX	BT Elective	3
<b>Credit Hours</b>		<b>15</b>
<b>Total Credit Hours</b>		<b>30</b>

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.