

ADMINISTRATIVE SPECIALIST, CERTIFICATE OF PROFICIENCY



The Certificate of Proficiency in Administrative Specialist offers coursework in workplace productivity applications 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.

Program contact: [Learn more](#)

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.

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:

1. Work independently and collaboratively to meet the needs of the organization.
2. Exhibit professional and ethical conduct in personal and professional relationships according to office protocol.
3. Utilize word processing, spreadsheet, desktop publishing and presentation productivity software effectively.
4. Listen, read and provide verbal, written and electronic instructions, direction and procedures; responding appropriately to coworkers, clients and other professionals.
5. Create, input, edit, organize and print various business documents accurately and according to business industry standards.
6. 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	
Credit Hours	6
First Semester	
BADM-1020 Introduction to Business	3
BT-1201 Word Processing	3

BT-1700	Business Spreadsheets (Excel)	3
BT-2040	Emerging Workplace Technology	3
BT-2211	Presentation Software	3
	Credit Hours	15
Second Semester		
Select one of the following:		3
BADM-2010	Business Communications	
BADM-201H	Honors Business Communications	
BT-2200	Advanced Word Processing	3
BT-2270	Desktop Publishing	3
BT-2300	Business Database Systems (Access)	3
	Credit Hours	12
	Total Credit Hours	33