

# Information Technology Certificate Administration Assistant – General Office Administration

Course #	Course Title	Credits	Prerequisites	Semester Offered	Semester Taken	Grade Earned
GIT101	Typing I*	3	None	Fall, Spring		
GIT105	Office Communication Systems	3	ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring		
ACC111	Accounting I with Computer Applications	3	(MAT020 or MAT025) & ENL020 or satisfactory basic skills assessment scores	Fall, Spring		
GIT110	Microcomputer Application Software	3	ENL020 & ENL050 or satisfactory basic skills assessment score & (GIT101, GIT102, or 30wpm)	Fall, Spring, Summer		
BUS100	Introduction to Business	3	None	Fall, Spring, Summer		
GIT220	Advanced Word Processing Applications	3	GIT110	Spring		
BIT202	Standard Office Procedures	3	GIT110	Spring		
PSY101	General Psychology	3	ENL020 & ENL050 or satisfactory basic skills assessment scores	Fall, Spring, Summer		
	Business Elective	3				
<b>Total Credits</b>		<b>27</b>				

### General Office Administration Overview

Students in this option learn to keyboard, write and format business documents; use a variety of information processing tools; administer and organize an automated office; and apply correct office procedures in various situations. Students are encouraged to build on certificate programs and eventually obtain a degree at the College.

### Career Outlook

This occupational profile is provided by O\*NET.  
[www.onetonline.org/find/quick?s=Administrative+Assistant](http://www.onetonline.org/find/quick?s=Administrative+Assistant)

### Gainful Employment

[The Gainful Employment Program Regulations](#) provide students with the information they need to make informed educational choices including total program costs, loan repayment rates, and career outlooks.

### Program Outcomes

Upon completion of the Information Technology certificate, students are able to:

- Read, write, discuss and think critically about topics and ideas in information and/or office technology.
- Analyze ethical issues and apply ethical standards in the performance of responsibilities in a variety of information and office technology careers.
- Synthesize information from communications, information technology, office technology, and business to provide customer service and solve business problems.
- Assume entry-level positions in a variety of information and office technology careers.
- Work well with teams in an information or office technology setting.
- Continue education in an associate program.

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**Business Elective:** Any course with an ACC, BIT, BUS, CUL, ENT, GIT, HRM or MKT designation.

\*If waived, must be replaced with a Business course.