

Certificate: Administrative Assistant

Certificate Description:

This certificate provides students with a solid understanding of office procedures and develops skills in key office business applications such as Excel, Word and the Adobe Creative Suite. This certificate is developed and granted by BYU-Idaho.

Course Code	Course Name	15 Credits
BUSPC 115	Business Applications	3 Credits
BUS 129	Office Procedures	3 Credits
BUS 240	Word Processing I	3 Credits
BUS 241	Word Processing II	3 Credits
COMM 130	Visual Communication	3 Credits

Course Descriptions:

BUSPC 115 (3 credits) – Business Applications

Students will acquire, develop and apply intermediate spreadsheet analysis skills in a business context as well as demonstrate basic database use.

BUS 129 (3 credits) – Office Procedures

Students will develop and apply functional office skills in time management, interpersonal communications, records management, teamwork, and customer service. Students are required to participate in weekly volunteer work in an office setting.

BUS 240 (3 credits) – Word Processing I

Students will learn to customize and automate information using Microsoft Office - Word, Excel, and Access. Topics include navigation and format in business documents and envelopes, graphics, tables, charts, labels, themes, styles, forms, macros, and merging and sorting.

BUS 241 (3 credits) – Word Processing II

Students will gain advanced skills in word processing as they learn to merge documents, manage lists, sort text, manage page numbering, headers and footers, share documents, customize Quick Parts, customize AutoCorrect, customize themes, styles, protect documents, and create indexes, advanced tables, forms, and macros.

COMM 130 (3 credits) – Visual Communication

This course is a practical application of the design principles and rules of typography to produce effective visual media. Students produce a portfolio of projects including fliers, ads, edited images, logos, stationery, and brochures to demonstrate design proficiency and expertise using industry-standard technology.

Outcomes:

- Create professional spreadsheets using advanced functionality to visualize and solve business problems.
- Apply time management, interpersonal communications, meeting planning, and records management to identify and solve business problems.
- Create professional documents to increase efficiency, effectiveness, and professionalism within an organization using Microsoft Word.
- Increase productivity within an organization by using merging, lists, sorting, indexes, tables, forms and macros.
- Increase sales through the application of design principles in typography, visual media, ads, images, logos, and brochures.

Potential Employment:

- Small businesses
- Doctor's offices
- Schools
- Non-profit organizations
- Legal offices
- Corporations