

Northwestern Michigan College
ADMINISTRATIVE SUPPORT SPECIALIST
Certificate of Achievement - Level II
Effective Beginning Fall Semester 2007

Prerequisites: Completion of all courses listed in the Clerical Support Certificate

Clerical Support Certificate Classes:

<i>ACC 121</i>	<i>Accounting Principles I</i>	<i>4</i>
<i>BUS 101</i>	<i>Introduction to Business</i>	<i>3</i>
<i>BUS 130</i>	<i>Mechanics of Business Writing</i>	<i>3</i>
<i>BUS 150</i>	<i>Interpersonal Relations</i>	<i>2</i>
<i>BUS 156</i>	<i>Essentials of Customer Service</i>	<i>1</i>
<i>CIT 109b</i>	<i>Keyboarding II</i>	<i>2</i>
<i>CIT 122A</i>	<i>Computer and Internet Basics I</i>	<i>1</i>
<i>CIT 122B</i>	<i>Computer and Internet Basics II</i>	<i><u>1</u></i>
		<i>17</i>

Plus the following classes:

BUS 231	Professional Communications	3
CIT 120A	Word Specialist I	1
CIT 120B	Word Specialist II	1
CIT 121A	Word Expert I	1
CIT 121B	Word Expert II	1
CIT 210	Electronic Spreadsheets	3
CIT 212	Database Management	3
CIT 124A	PowerPoint Specialist I and	1
CIT 124B	PowerPoint Specialist II	1
PHL 105	Critical Thinking	3
BUS 290	Business Administration Internship	3
Required Elective:	Choose from BPD 133, MGT 241, MKT 201, or any ACC course.	3

Total Credits for Level II Administrative Support Specialist Certificate 41-42