

# O.E.C., ADMINISTRATIVE ASSISTANT

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## Occupational Endorsement

The administrative assistant occupational endorsement may be earned in one semester and represents a large portion of the course work required for the applied business management certificate. Students must complete all courses with a grade of C- or better to earn the endorsement. Applicants must be 16 years old to be admitted.

Minimum Requirements for Administrative Assistant Occupational Endorsement: 16 credits

Community and Technical College  
Applied Business (<http://www.ctc.uaf.edu/programs/business-applied/>)  
907-455-2800

## Admission Requirements

Complete the following admission requirements:

- Be at least 16 years old by the first day of the semester in which you are admitted.

## Program Requirements

Students must earn a C- grade or better in each course.

## Minimum Requirements for Administrative Assistant Occupational Endorsement: 16 credits

Code	Title	Credits
<b>General University Requirements</b>		
Complete the general university requirements. ( <a href="https://catalog.uaf.edu/archives/2020-2021/endorsements/">https://catalog.uaf.edu/archives/2020-2021/endorsements/</a> )		
<b>Occupational Endorsement Requirements</b>		
Complete the occupational endorsement requirements. ( <a href="https://catalog.uaf.edu/archives/2020-2021/endorsements/">https://catalog.uaf.edu/archives/2020-2021/endorsements/</a> )		
<b>Administrative Assistant Program Requirements</b>		
ABUS F102A or ABUS F102C	Keyboarding: Touch Typing Keyboarding: Document Formatting	1
ABUS F154	Human Relations	3
ABUS F170 or ABUS F271	Business English Business Communications	3
ABUS F182	Office Procedures	3
Complete 6 credits from the following:		6
ABUS F183	Professional Skills for Job Hunt	
ABUS F199	Practicum in Applied Business	
CIOS F130	Word Processing	
CIOS F135	Microcomputer Spreadsheets	
CIOS F150	Computer Business Applications	