O.E.C., ADMINISTRATIVE ASSISTANT

Occupational Endorsement
The administrative assistant occupational endorsement may be earned in one semester and represents a large portion of the coursework 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 (https://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

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