

ADMINISTRATIVE ASSISTANT O.E.C.

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

< Back to Department (<https://catalog.uaf.edu/academic-departments/applied-business-accounting/>)

Minimum Requirements for Administrative Assistant Occupational Endorsement: 16 credits

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

Code	Title	Credits
General University Requirements		
Complete the general university requirements. (https://catalog.uaf.edu/endorsements/#guroccupationalendorsementstext)		
Occupational Endorsement Requirements		
Complete the occupational endorsement requirements. (https://catalog.uaf.edu/endorsements/#occupationalendorsementrequirementstext)		
Administrative Assistant Program Requirements		
Complete the following:		
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	
Total Credits		16