

Fort Scott Community College

Certificate Requirements

Administrative Specialist Certificate

FSCC's Administrative Specialist Certificate prepares students to enter the job market in a variety of general and specialized areas: executive secretary, administrative specialist, word processing specialist, legal secretary and office manager. Flexible programs allow students to continue to an associate degree program and then transfer to a four-year college or university. Classroom instruction and actual work experience blend the academic and the practical to prepare individuals for challenging business-related work opportunities.

SEC 2313	Business Communications	3
SEC 1213	Employee Human Relations	3
SEC 1023	Keyboarding II	3
COM 1033	Microcomputer Applications I	3
COM 1043	Microcomputer Applications II.....	3
BUS 1013	Principles of Accounting	3
BUS 1273	Intro to Business.....	3
SEC 2833	Graphic Software	3
INS 2832	Customer Service Fundamentals	2
MAT 2763	Business Math	3
BUS 1233	Field Study I.....	3
BUS 1243	Field Study II.....	3
COM 2811	Spreadsheets	1
	Business Elective	3
Total Certificate Hours.....		39

Suggested Curriculum:

FIRST SEMESTER																		
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