

ADMINISTRATIVE ASSISTANT

College of Rural and Community Development
Business Technologies Division
Community and Technical College
907-455-2815
www.ctc.uaf.edu/programs/aaa/

Occupational Endorsement

Minimum Requirements for Occupational Endorsement: 16 credits

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 (2.0) or better and satisfactorily complete a two-week practicum at the culmination of training in order to earn the endorsement. This program is open to those who have completed the university application process and are at an appropriate English level for ABUS F170 Business English (as shown by English placement scores).

Occupational Endorsement Program

1. Complete the general university requirements (page 87).
2. Complete the occupational endorsement requirements (page 87).
3. Complete the following courses:*
 - ABUS F102A—Keyboarding: Touch Typing (1)
 - or ABUS F102C—Keyboarding: Document Formatting (1)..1
 - ABUS F154—Human Relations3
 - ABUS F170—Business English (3)
 - or ABUS F271—Business Communications (3)3
 - ABUS F182—Office Procedures.....3
 - ABUS F183—Advanced Job Readiness Skills2
 - ABUS F199—Practicum in Applied Business1
 - CIOS elective appropriate to skill level.....3
4. Minimum credits required16

* Students must earn a C grade (2.0) or better in each course.