

# Administrative Assistant

College of Rural and Community Development  
Business Technologies Division  
Tanana Valley Campus  
907-455-2809  
[www.tvc.uaf.edu/abus/](http://www.tvc.uaf.edu/abus/)

## Occupational Endorsement

Minimum Requirements for Occupational Endorsement: 18 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' 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 COMPASS scores).

## Occupational Endorsement Program

1. Complete the general university requirements (page 86).
2. Complete the occupational endorsement requirements (page 88).
3. Complete the following courses: \*
  - ABUS F102A—Keyboarding: Touch Typing (1)  
or ABUS F102C—Keyboarding: Document Formatting.....1
  - ABUS F154—Human Relations .....3
  - ABUS F170—Business English .....3
  - ABUS F182—Office Procedures.....3
  - ABUS F183—Advanced Job Readiness Skills .....2
  - ABUS F199—Practicum in Applied Business .....1
  - CIOS F133—Microcomputer Presentation Software.....1
  - CIOS F150—Computer Business Applications .....3
  - CIOS F231—Intro to Desktop Publishing .....1
4. Minimum credits required .....18

\* Student must earn a C grade or better in each course.