



## Administrative Office Assistant Certificate of Achievement

- This program consists of classes offered at CC Online.
- Courses do not have to be completed in the order listed, except for listed prerequisites.

| Courses - Complete the following courses | CC Online    |                |              |                |
|--|--------------|----------------|--------------|----------------|
|  | Fall<br>2017 | Spring<br>2018 | Fall<br>2018 | Spring<br>2019 |
| BSAD C145 (3)                            | ■            | ■              |              | ■              |
| BSOT Co70 (3)                            | ■            | ■              | ■            | ■              |
| BSOT Co72 (3)                            |              | ■              |              | ■              |
| BSOT C100 (3)                            | ■            | ■              | ■            | ■              |
| BSOT C129 (1)                            |              | ■              |              | ■              |
| BSOT C132 (1)                            | ■            |                | ■            |                |
| BSOT C135 (1)                            | ■            |                | ■            |                |
| BSOT C151 (1)                            |              | ■              |              | ■              |
| BSOT C153 (1)                            |              | ■              |              | ■              |
| BSOT C155 (1)                            | ■            |                | ■            |                |
| <b>Semester Total</b>                    |              |                |              |                |

Courses offered Fall 2017 will be offered again in Fall 2019, etc.