



2018 – 2019 • Business Division

In addition to the associate degree with the administrative professional designation, Monroe County Community College offers certificate programs in administrative office specialist and administrative office assistant. The college recognizes that many employers place value on a certificate which authenticates specialized preparation. Courses taken under the certificate programs are applicable to the associate degree. Those who complete these certificate programs will typically be prepared for entry-level employment as administrative coordinators, administrative specialists, executive administrative assistants, office administrators, and office managers.

The Office Administration Software Specialist certificate will help prepare a student to sit for the MOS (Microsoft Office Specialist) certification tests.

*Basic keyboarding abilities and proper “touch typing” skills are required to be successful in these programs.*



## Certificate Program: Administrative Office Specialist

Required Core Courses	Credits
ADMN 101 (Introduction to Today's Office) . . . . .	1
ADMN 106 (Numeric Keypad) . . . . .	1
ADMN 135 (Intermediate Keyboarding) . . . . .	3
ADMN 201 (Integrated Office Software) . . . . .	4
CIS 109 (Spreadsheet Software). . . . .	3
CIS 112 (Database Software) . . . . .	3
CIS 123 (Presentation Software). . . . .	3
CIS 188 (InDesign Desktop Publishing) . . . . .	3
ENGL 151 (English Composition I) . . . . .	3
WPR 102 (Word Processing I) . . . . .	3
WPR 103 (Word Processing II) . . . . .	3

**Total Certificate Requirements** **30 credits**  
**Total Certificate Cost** **30 minimum billable contact hours**

**GAINFUL EMPLOYMENT INFORMATION—CERTIFICATE**  
 Gainful employment information for the administrative office specialist certificate is available on our website at [https://www.monroeccc.edu/consumer/gainfulemp/AOS\\_CERT%20GE%20Disclosure%20Template%20\(2018\)/52.0401-Gedt.html](https://www.monroeccc.edu/consumer/gainfulemp/AOS_CERT%20GE%20Disclosure%20Template%20(2018)/52.0401-Gedt.html)

## Certificate Program: Office Administration Software Specialist (Microsoft Office Certification Prep)

Required Core Courses	Credits
CIS 109 (Spreadsheet Software) . . . . .	3
CIS 112 (Database Software) . . . . .	3
CIS 123 (Presentation Software) . . . . .	3
WPR 102 (Word Processing I) . . . . .	3
WPR 103 (Word Processing II) . . . . .	3

**Total Certificate Requirements**            **15 credits**  
**Total Certificate Cost**                    **15 minimum billable contact hours**

## Certificate Program: Administrative Office Assistant

Required Core Courses	Credits
ADMN 101 (Introduction to Today's Office) . . . . .	1
ADMN 106 (Numeric Keypad) . . . . .	1
ADMN 131B (Keyboarding Skills Enhancement) . . . . .	1
CIS 109 (Spreadsheet Software) . . . . .	3
ENGL 151 (English Composition I) . . . . .	3
WPR 102 (Word Processing I) . . . . .	3

**Total Certificate Requirements**            **12 credits**  
**Total Certificate Cost**                    **12 minimum billable contact hours**



Monroe County Community College is an equal opportunity institution and adheres to a policy that no qualified person shall be discriminated against because of race, color, religion, national origin or ancestry, age, gender, marital status, disability, genetic information, sexual orientation, gender identity/expression, height, weight or veteran's status in any program or activity for which it is responsible. If you have a disability and need special accommodations, please contact the Learning Assistance Laboratory at least 10 business days prior to the first class session to schedule an appointment to begin the accommodation process. The LAL phone number is 734.384.4167.

Monroe County Community College is accredited by the Higher Learning Commission.  
[www.hlcommission.org](http://www.hlcommission.org) / (800) 621-7440

Information contained within this document is subject to change. Every effort has been made to insure the information in this program sheet is accurate at the time of publication. This program sheet may not be considered as an agreement or contract.

### Main Campus

1555 South Raisinville Road  
 Monroe, Michigan 48161  
 734-242-7300 / 1-877-YES-MCCC

### Whitman Center

7777 Lewis Avenue  
 Temperance, Michigan 48182  
 734-847-0559

