



FORT BERTHOLD COMMUNITY COLLEGE

Certificate of Completion: Administrative Assistant Credit Hours Required (41 cr) 2010-2011 Catalog

Name: _____

Date _____ Advisor: _____

General Education Requirements				Core Requirements			
Area/Course	Cr	Term	Grade	Area/Course	Cr	Term	Grade
1. Communications (3)				ACCT 200 Accounting I	3		
BOTE 210 Business Communications	3			BOTE102/152/202 Keyboarding I/II/III	9		
				BOTE 188 Computerized Accounting	3		
2. Arts & Humanities (3)				BOTE 217 Records Management	2		
Native American Studies	3			BOTE 247 Spreadsheets	3		
				BOTE 257 Introduction to Database Management	3		
				BOTE 275 Office Procedures	3		
3. Social Sciences				BOTE 297 Business Internship	2		
4. Mathematics/Lab Science/Technology (6)							
Math 101 or higher	3						
BOTE 147 Word Processing	3						
5. Institution-Specific Requirement							
PSY 100 Psychology of Student Success	1						