

Full-time Administrative Assistant Certificate Career Ready Pathway (3.5 Months)

Guided pathways are recommended course sequences for earning a certificate or degree. Waubonsee's academic and career advising and counseling professionals are available to guide students on their path to graduate.

Fall or Spring	Credits	Prerequisite	Semester Offered	<input checked="" type="checkbox"/>
BUS100 Introduction to Business	3	None	FA SP SU	<input type="checkbox"/>
BUS130 Customer Service	3	None	FA SP SU	<input type="checkbox"/>
CIS106 PowerPoint and Publisher for Business	3	Recommended: CIS105	FA SP	<input type="checkbox"/>
CIS108 Comprehensive Word Processing	3	Recommended: CIS105	FA SP	<input type="checkbox"/>
CIS112 Comprehensive Excel Spreadsheet	3	Recommended: CIS105	FA SP SU	<input type="checkbox"/>
CIS114 Comprehensive Access Database	3	Recommended: CIS105	FA SP	<input type="checkbox"/>
Total	18	Questions? Call (630) 466-2361 or email advising@waubonsee.edu		
Certificate Total	18			

Part-time Administrative Assistant Certificate Career Ready Pathway (7 Months)

Fall	Credits	Prerequisite	Semester Offered	<input checked="" type="checkbox"/>
BUS100 Introduction to Business	3	None	FA SP SU	<input type="checkbox"/>
BUS130 Customer Service	3	None	FA SP SU	<input type="checkbox"/>
CIS112 Comprehensive Excel Spreadsheet	3	Recommended: CIS105	FA SP SU	<input type="checkbox"/>
Total	9			

Spring	Credits	Prerequisite	Semester Offered	<input checked="" type="checkbox"/>
CIS106 PowerPoint and Publisher for Business	3	Recommended: CIS105	FA SP	<input type="checkbox"/>
CIS108 Comprehensive Word Processing	3	Recommended: CIS105	FA SP	<input type="checkbox"/>
CIS114 Comprehensive Access Database	3	Recommended: CIS105	FA SP	<input type="checkbox"/>
Total	9	Questions? Call (630) 466-2361 or email advising@waubonsee.edu		
Certificate Total	18			