

GUIDED PATHWAY: ADMINISTRATIVE SPECIALIST CERTIFICATE

BUSINESS, HOSPITALITY and GLOBAL TRADE CAREER PATH



For more information, visit the [Dallas College Business Office Systems and Support webpage](http://www.dcccd.edu/BOSS) [www.dcccd.edu/BOSS] and your academic advisor at your campus.

This is an example course sequence for students interested in pursuing the Administrative Specialist Certificate. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn an Administrative Specialist Certificate. Students must earn at least 25% of the credit hours required for graduation through instruction by Dallas College. See catalog for [official certificate requirements](#).

The Administrative Specialist Certificate prepares students for a successful career as an office professional. Courses that complete the Administrative Specialist Certificate are noted below.

Catalog Year	2020-2021	You may use this pathway if you entered Dallas College on or before this date.
Degree Type	Level 2 Certificate	
GPA Requirement	Student must earn a GPA of 2.0 or higher	
<u>TSI</u>	Must be Complete	

SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students. This is not an official degree plan. See catalog for [official certificate requirements](#).

CERTIFICATE MINIMUM: 45 SEMESTER CREDIT HOURS

SEMESTER 1

Total Hours: 15

[POFI 1301](#) – Computer Applications I

[POFT 1301](#) – Business English

CHOOSE ONE: [POFT 1329](#) – Beginning Keyboarding **OR**

[POFT 2301](#) – Intermediate Keyboarding *

CHOOSE ONE: [POFI 1341](#) – Computer Applications II **OR**

[POFM 1302](#) – Medical Software Applications

CHOOSE ONE: [SPCH 1311](#) – Introduction to Speech Communication *This is a Core course.*

[SPCH 1315](#) – Public Speaking *This is a Core course.* **OR**

[SPCH 1321](#) – Business and Professional Communication *This is a Core course.*

*Students cannot duplicate these courses as a required course and as an elective course.

SEMESTER 1 ACTION ITEMS

1. Meet with your advisor to confirm academic and career goals before the end of the semester.
2. Meet with a career advisor or coach to research your career options and opportunities for job shadowing.

SEMESTER 2

Total Hours: 15

[POFI 1349](#) – Spreadsheets

[POFI 2301](#) – Word Processing

[POFT 1321](#) – Business Math

[ENGL 1301](#) – Composition I *This is a Core course. Must earn a grade of "C" or better.*

CHOOSE ONE: [POFT 1309](#) – Administrative Office Procedures I **OR**

[POFM 1317](#) – Medical Administrative Support

SEMESTER 2 ACTION ITEMS

1. Meet with your advisor to request an official program of study audit and confirm or update your academic/career path.
2. Meet with a faculty or career advisor regarding placement for the Cooperative Education course.

[POFT 2312](#) – Business Correspondence & Communication

ELECTIVE *Must be selected from the following: ITSW 1407, POFI 2331, POFI 2340, POFT 1319, POFT 1328, POFT 2301*

CHOOSE ONE: [POFT 1380](#) – Cooperative Education-Admin. Assistant and Secretarial Science, General **OR**

[POFT 1382](#) – Cooperative Education-General Office Occupations and Clerical Services

CHOOSE ONE: [ITSW 1407](#) – Introduction to Database* **OR**

[POFT 1319](#) – Records and Information Management I*

CHOOSE ONE: [POFI 2331](#) – Desktop Publishing*

[POFI 2340](#) – Advanced Word Processing* **OR**

[ITSC 1315](#) – Project Management Software

*Students cannot duplicate these courses as a required course and as an elective course.

SEMESTER 3 ACTION ITEMS

1. Meet with a career advisor or coach for assistance in preparing for job search.
2. Meet with your advisor to apply for the Administrative Specialist Certificate Completion.

PATHWAY TOTAL: 45-47 SEMESTER CREDIT HOURS