



Course Checklist & Certificate Request

Administrative Assistant I

Required Courses	✓	Contact Hours	Date Started	Date Finished	Grade
Administrative Assistant Fundamentals		24 hours			
Computer Skills for the Workplace		24 hours			
Keys to Effective Communication		24 hours			
Effective Business Writing		24 hours			

Elective Courses (Choose any 2)*					
Managing Customer Service		24 hours			
Accounting Fundamentals		24 hours			
Achieving Success with Difficult People		24 hours			
What's New in Microsoft Office 2010 or 2013		24 hours			
Introduction to Microsoft Outlook 2010 or 2013		24 hours			

*Additional elective courses may be added. Some courses may be discontinued.

**Indicates classes that are held onsite at the Regional Center for Continuing Education.

Administrative Assistant II

Complete Administrative Assistant I Certificate and both of the following:

Required Courses	✓	Contact Hours	Date Started	Date Finished	Grade
Administrative Assistant Applications		24 hours			
Mastery of Business Fundamentals		24 hours			

I have successfully completed the required and elective courses for (check one):

____ Administrative Assistant I Certificate

____ Administrative Assistant II Certificate

I hereby request my completion certificate.

Name: _____ Date: _____

Signature: _____

Email: subailey@valdosta.edu

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