



Course Checklist & Certificate Request

Administrative Assistant I*

Required Courses	✓	Date Started	Date Finished	Grade
Administrative Assistant Fundamentals				
Computer Skills for the Workplace				
Keys to Effective Communication				
Effective Business Writing				
Elective Courses (Choose any 2)*				
Managing Customer Service				
Accounting Fundamentals				
Achieving Success with Difficult People				
What's New in Microsoft Office 2013				
Introduction to Microsoft Outlook 2010 or 2013				

*Courses in certificate programs are subject to change.

VSU Continuing Education reserves the right to amend our policies regarding our certificate Programs at any time and will contact those participants who may be affected by any policy adjustments.

Administrative Assistant II*

Complete Administrative Assistant I Certificate and both of the following:

Required Courses	✓	Date Started	Date Finished	Grade
Administrative Assistant Applications				
Mastery of Business Fundamentals				

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: _____