

BUSINESS ASSISTANT - CERTIFICATE

Career Pathway Certificate of Completion | mhcc.edu/BusinessPrograms
(<http://mhcc.edu/BusinessPrograms/>)

General Business Advising and Information

Business Department: 503-491-7515 | Room AC2555
| Business.Advising@mhcc.edu

Faculty Adviser

Amber Lamadrid: 503-491-7226 | Room AC2663 |
Amber.Lamadrid@mhcc.edu

This program teaches students entry level business practices and principles. Students will learn and apply skills in common software, such as Microsoft Word, Excel, Access, and PowerPoint. All courses must be completed within 5 years in order to be awarded the certificate.

Program Outcomes

At the completion of this program, students should be able to:

- Demonstrate knowledge of general business principles and the importance of technology in the business world
- Demonstrate proper usage of current business language, principles and applications
- Construct and revise documents using Word, spreadsheets using Excel, databases using Access and presentations using PowerPoint
- Demonstrate knowledge of the specific business topic through their choice of one additional course

For the most part, courses that fulfill general education requirements can be taken in any term. Students should work with the faculty adviser(s) to create a custom academic plan based on course placement levels, career goals, and full time/part time status.

Admitted students may also log on to Navigate (<https://mhcc.campus.eab.com/home/>) to start the process of building an academic plan based on this major and can notify an adviser for review.

First Quarter		Credits
BA101	Introduction to Business ★	4
BA131	Introduction to Business Computing ★	4
Select one of the following:		4
BA206	Management Fundamentals ★	
BA211	Financial Accounting I ★	
BA240	Nonprofit Financial Management Accounting ★	
Credits		12
Total Credits		12

Exploring **business assistant** as your major? Learn more with MHCC's Career Coach (<https://mhcc.lightcastcc.com/programs/business-assistant-certificate/209250/?region=Greater%20Multnomah%20County%20Area&radius=100%20miles>), which covers: skills needed for each

career, wages, employment rates, and live job postings in the Greater Multnomah County Area.

Careers related to business assistant:

- File Clerks (<https://mhcc.lightcastcc.com/careers/file-clerk/?region=Greater%20Multnomah%20County%20Area&radius=100%20miles>)
- Receptionists and Information Clerks (<https://mhcc.lightcastcc.com/careers/receptionist-and-information-clerk/?region=Greater%20Multnomah%20County%20Area&radius=100%20miles>)
- Office Clerks, General (<https://mhcc.lightcastcc.com/careers/office-clerk-general/?region=Greater%20Multnomah%20County%20Area&radius=100%20miles>)