Administrative Assistant Course Sequencing Sheet

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| --- | --- | --- | --- |
| **Session** | **Fall Term** | **Spring Term** | **Summer Term** |
| Once a term | **PD4063**  Cornerstone – Career Path: Strategies for Success | **PD4063**  Cornerstone – Career Path: Strategies for Success | **PD4063**  Cornerstone – Career Path: Strategies for Success |
| A session | **PD4065**  How to Communicate With Your Boss | **PD5180**  Being an Effective Team Member | **PD4063**  Cornerstone – Career Path: Strategies for Success |
| C session | **PD4066**  Be an Owl. Tips on Effective Business Writing | **PD5166**  Pests: What They Are and How They Invade Your Time | **PD4063**  Cornerstone – Career Path: Strategies for Success |
| **Note:** Some courses may be offered more frequently and/or every semester. Online and it counts towards the Administrative Assistant Certification Program. Other courses are offered throughout the academic year. Visit the catalog for listings. | | | |

Administrative Assistant Certification Course Tracking Sheet

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| Course | Term | Year | Complete |
| **PD4063** Cornerstone – Career Path: Strategies for Success | Choose an item. | Choose an item. |  |
| **PD4064** Pests: What They Are and How They Invade Your Time | Choose an item. | Choose an item. |  |
| **PD6808** Strategic Professional Development | Choose an item. | Choose an item. |  |
| **PD5180** Being an Effective Team Member | Choose an item. | Choose an item. |  |
| **PD5182** How to Work With Your Boss | Choose an item. | Choose an item. |  |
| **PD4066** Be an Owl. Tips on Effective Business Writing | Choose an item. | Choose an item. |  |
| **PD4065**  How to Communicate With Your Boss | Choose an item. | Choose an item. |  |
| Elective | Choose an item. | Choose an item. |  |
| Elective | Choose an item. | Choose an item. |  |
| Elective | Choose an item. | Choose an item. |  |
| Elective | Choose an item. | Choose an item. |  |
| Upon completion of all above listed courses, please email [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) indicating that you have completed the courses for this certificate program. | Choose an item. | Choose an item. |  |