

BYU

PATHWAY
WORLDWIDE

3 Triad Ctr. Suite 500
Salt Lake City, UT 84180

Samuel Katta

Institution: Administered by BYU-Pathway Worldwide on behalf of partner institution

Certificate: Certificate

Completion Date: August 16, 2025

Kari Johnson

Kari Johnson, Registrar

This eCertificate was digitally Signed and Certified on Sep 11, 2025.

One-Click Certificate Verification

Michael Sutter

DOCUMENT CERTIFICATION SERVICES

eCertificate - Signed and Certified PDF

To validate the Signature and Certification of this eCertificate, you must open this PDF with Adobe Reader or Adobe Acrobat. You will see a Blue Ribbon at the top of the document validating the digital Signature used to Certify this eCertificate.





CERTIFICATE

On recommendation of the University Faculty and on authorization of the President
and the Board of Trustees, Brigham Young University-Idaho has awarded

Samuel Katta

this certificate in

Administrative Assistant

Together with the honors, rights, privileges, and responsibilities pertaining thereto.

GIVEN IN REXBURG IN THE STATE OF IDAHO THE SIXTEENTH DAY OF AUGUST IN
THE YEAR OF OUR LORD TWO THOUSAND AND TWENTY-FIVE.

CERTIFICATE LEARNING OUTCOMES

- Develop a basic understanding of accounting principles used in office and business settings.
- Apply time management, interpersonal communications, meeting planning, and records management to identify and solve business problems.
- Create professional documents to increase efficiency, effectiveness, and professionalism within an organization using word processing.
- Create professional spreadsheets to visualize and solve business problems.

PRESIDENT OF THE UNIVERSITY



REXBURG, IDAHO

ACADEMIC VICE PRESIDENT