

Administrative Assistant

Associate in Applied Science Degree

This program prepares students to meet the growing need for office technology skills in business, industry, and government. The program is designed to provide students with the necessary background in word processing, databases, spreadsheets, business communications, and office administration for positions in technologically advanced offices. One High School Mathematics Course or its equivalent is recommended.

Total Credit Hours: 64

First Semester

| | |
|-----------------------------------|-----|
| CF100 College Foundations Seminar | 1.0 |
| AA111 Keyboarding - Basic | 3.0 |
| BM108 Personal Finance | 3.0 |
| EN101 English 1: Composition | 3.0 |
| IS101 Computers and Society | 3.0 |
| SO101 Intro Sociology | 3.0 |
| Physical Education Elective | 0.5 |

Second Semester

| | |
|------------------------------------|-----|
| AA106 Business Communications | 3.0 |
| AA112 Keyboarding - Intermediate | 3.0 |
| EN102 English 2:Idea&Values Lit | 3.0 |
| Mathematics Elective (a) | 3.0 |
| IS130 Dsktop Publishing - Business | 3.0 |
| Physical Education Elective | 0.5 |

Third Semester

| | |
|----------------------------------|-----|
| AA208 Office Administration | 3.0 |
| AA214 Keyboarding-Advanced | 3.0 |
| IS200 Spreadshet Concepts & Apps | 3.0 |
| IS210 Database Design & Mngmnt | 3.0 |
| Any GE Natural Science Course | 4.0 |
| Physical Education Elective | 0.5 |

Fourth Semester

| | |
|--------------------------------|-----|
| AA203 Machine Transcription | 3.0 |
| BM254 Human Resources Mgmt | 3.0 |
| Restricted Elective (b) | 3.0 |
| EN150 Effective Speech | 3.0 |
| PY101 Intro General Psychology | 3.0 |
| Physical Education Elective | 0.5 |

(a) MA108 Concepts in Mathematics OR MA110 Elementary Statistics

(b) Students have options when working as an Administrative Assistant. Below are some suggestions on program electives that will better prepare students in the workforce depending on career interests.

Students Interested in Accounting:

AC110 Principles of Accounting
AC115 Financial Accounting
AC131 Business Law 1

Students Interested in Business Management:

BM100 Introduction to Business
BM290 Business Internship
AC131 Business Law 1

Students Interested in Healthcare:

HM100 Medical Terminology for Health Professionals (online only)
HM101 Health Information Management Introductory Concepts (online only)
AC131 Business Law 1