

Administrative Assistant

Associate of Applied Science Degree

To earn an Associate of Applied Science Degree in either the Agricultural, General, Legal, or Medical Administrative Assistant Program, a student must successfully complete the following General Education and Administrative Assistant Core Requirements in addition to one of the specific concentrations listed below.

General Education Requirements

Course	Credits
BSAD 2050 Business Communications	3
ECON 1040 Personal Finance	2
BSAD 1000 Human Relations & Ethics	3
MATH 1045 (or higher) Math	3
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Administrative Assistant Core Requirements

Course	Credits
ACCT 1200 Accounting I	3
OFFT 1420 Intermediate Keyboarding	3
OFFT 1430 Advanced Keyboarding	2
OFFT 1090 Microsoft Word I	3
OFFT 1110 Records & Info Management	3
OFFT 2100 Admin. Professional Procedures	3
OFFT 1170 Business English I	3
OFFT 2170 Business English II	2
OFFT 1000 Office Calculations	1
OFFT 2440 Microsoft Word II	1
OFFT 1515 MOS Word Certification	1
OFFT 1300 Coop Internship I	3
OFFT 1310 Coop Internship II	3
OFFT 1570 Voice Recognition	1
INFO 1710 Web Page Development	1
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Concentrations

Choose *one* of the following concentrations:

LEGAL ADMINISTRATIVE ASSISTANT

Course	Credits
BSAD 2700 Business Law I	3
INFO 2100 Spreadsheet Applications	3
BSAD 2710 Business Law II	3
OFFT 1840 Legal Office Practicum	2
INFO 2110 Access Database Applications	3
BSAD 1400 Intro to Paralegal	3
OFFT 1540 Microsoft PowerPoint	1
OFFT 1580 Microsoft Outlook	1
OFFT 1450 Legal Document Formatting	2
BSAD Law Class Elective	3
Credit Hours	24

AGRICULTURAL SERVICES ADMINISTRATIVE ASSISTANT

Course	Credits
AGRI 1030 Introduction to Soil Science	3
AGRI 1010 Animal Science	3
AGRI 1210 Crop Production	3
OFFT 1880 Office Practicum	3
INFO 2100 Spreadsheet Applications	3
AGRI 1260 Agricultural Marketing	3
OFFT 1530 Microsoft Access	1
ACCT 2020 Microcomputer Accounting	3
AGRI Elective	4-6
Credit Hours	26-28

MEDICAL ADMINISTRATIVE ASSISTANT

Course	Credits
OFFT 1710 Intro to Anatomy	3
OFFT 1730 Medical Terminology	3
OFFT 1860 Medical Office Practicum	3
OFFT 2020 CPT Coding	3
OFFT 1500 Microsoft Office	3
OFFT 1600 Machine Transcription	2
OFFT 2010 ICD Coding	3
NURS 1220 Structures and Functions	3
OFFT 1740 Advanced Medical Terminology	3
OFFT 2500 Advanced Microsoft Office	3
Credit Hours	29

GENERAL ADMINISTRATIVE ASSISTANT

Course	Credits
OFFT 1880 Office Practicum	3
INFO 2100 Spreadsheet Applications	3
OFFT 1600 Machine Transcription	2
ACCT 2020 Microcomputer Accounting	3
INFO 2110 Access Database Applications	3
OFFT 1540 Microsoft PowerPoint	1
OFFT 1580 Microsoft Outlook	1
BSAD Elective	3
Credit Hours	19