

Administrative Assistant – Ag Services

The agricultural support services administrative assistant program provides instruction in essential administrative assistant skills with special emphasis on the specific duties of agricultural assistants. Agricultural support services administrative assistant graduates are prepared for jobs as agricultural office assistants.

Required Program of Study for Diploma (1 year)

FIRST SEMESTER	
Course	Credits
OFFT 1000 Office Calculations	1
OFFT 1090 Microsoft Word	3
OFFT 1110 Records and Information Management	3
OFFT 1170 Business English I	3
OFFT 1420 Intermediate Keyboarding	3
ACCT 1060 Basic Accounting Procedures or ACCT 1200 Accounting I	3
AGRI 1030 Introduction to Soil Science	3
	19
SECOND SEMESTER	
Course	Credits
OFFT 1430 Advanced Keyboarding	2
OFFT 1880 Office Practicum	3
OFFT 2100 Administrative Professional Procedures	3
INFO 2100 Spreadsheet Applications	3
AGRI 1010 Animal Science	3
AGRI 1210 Crop Production	3
BSAD 2050 Business Communications	3
	20

Required Program of Study for Associate of Applied Science Degree (2 years)*

Freshman Year

Successful completion of the Diploma Program.

Sophomore Year

FIRST SEMESTER	
Course	Credits
OFFT 1300 Cooperative Internship I	3
OFFT 1530 Microsoft Access	1
OFFT 1570 Voice Recognition	1
AGRI 1260 Agricultural Marketing	3
ACCT 1200 Accounting I	3
Math/Algebra (MATH 1045 or higher)	3
AGRI Elective**	2-3
INFO 1710 Web Page Development	1
	17-18
SECOND SEMESTER	
Course	Credits
OFFT 1310 Cooperative Internship II	3
OFFT 1515 Microsoft Word MOS Certification	1
OFFT 2170 Business English II	2
OFFT 2440 Microsoft Word II	1
ACCT 2020 Microcomputer Accounting	3
BSAD 1000 Human Relations and Ethics	3
ECON 1040 Personal Finance	2
AGRI Elective**	2-3
	17-18

*The associate of applied science degree is suggested for those seeking employment upon graduation and feel quite sure that they will not continue their education toward a four-year degree.

**The following courses can be taken to fulfill the elective requirements for agriculture classes: AGRI 1020 Introduction to Ag Records; AGRI 1040 Soils Lab; AGRI 1110 Introduction to Farm Management; AGRI 1120 Food Agriculture Natural Resources Systems; AGRI 1200 Agriculture Business Analysis; AGRI 1220 Crop Lab; AGRI 1230 Feeds and Feeding; AGRI 1280 Crop Chemicals; AGRI 1310 Agribusiness Management; AGRI 1410 Introduction to the Economics of Agriculture; AGRI 1430 Orientation to Irrigation; and AGRI 2210 Animal Health.