

Administrative Assistant

The administrative assistant provides students with specialized skills in keyboarding, word and data processing (including transcribing, calculating, and printing), business communications, accounting, and records management. Successful graduates are qualified for employment in most office environments.

Required Program of Study for Diploma (1 year)

FIRST SEMESTER	
Course	Credits
OFFT 1000 Office Calculations	1
OFFT 1090 Microsoft Word I	3
OFFT 1110 Records and Information Management	3
OFFT 1170 Business English I	3
OFFT 1420 Intermediate Keyboarding	3
BSAD 2050 Business Communications	3
	16

SECOND SEMESTER	
Course	Credits
OFFT 1430 Advanced Keyboarding	2
OFFT 1880 Office Practicum	3
OFFT 2100 Administrative Professional Procedures	3
OFFT 2170 Business English II	2
OFFT 2440 Microsoft Word II	1
ACCT 1060 Basic Accounting Procedures or ACCT 1200 Accounting I	3
INFO 1710 Web Page Development	1
INFO 2100 Spreadsheet Applications	3
	18

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 1600 Machine Transcription	2
ACCT 1200 Accounting I	3
Math/Algebra (MATH 1045 or higher)	3
ECON 1040 Personal Finance	2
Elective**	3
	16

SECOND SEMESTER	
Course	Credits
OFFT 1310 Cooperative Internship II	3
OFFT 1515 Microsoft Word MOS Certification	1
OFFT 1540 Microsoft PowerPoint	1
OFFT 1570 Voice Recognition Software	1
OFFT 1580 Microsoft Outlook	1
BSAD 1000 Human Relations and Ethics	3
ACCT 2020 Microcomputer Accounting	3
INFO 2110 Access Database Applications	3
	16

*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.

**Suggested electives: BSAD 1010 Introduction to Business, ACCT 1210 Accounting II, BSAD 2120 Principles of Management, BSAD 2250 International Business, or SPCH 1010 Fundamentals of Communication

Suggested Program of Study for Associate of Arts Degree (2 years)*

Freshman Year

Successful completion of the Diploma Program.

Sophomore Year

FIRST SEMESTER	
Course	Credits
ENGL 1010 English Composition I	3
HPER 1500 Lifetime Wellness	2
Oral Communication**	3
Behavioral Science**	3
Mathematics**	3-5
Elective	3
	17-19

SECOND SEMESTER	
Course	Credits
HPER Basic Sports Series**	1
Fine/Performing Arts**	3
History**	3
English/Literature**	3
Natural Science**	4-5
Social Science**	3
	17-18

*The associate of arts degree is primarily for students interested in a liberal, well-rounded program and suggested for those considering transferring to a four-year institution at some future time.

**See general education requirements.