

# ADMINISTRATIVE ASSISTANT

## ADMINISTRATIVE ASSISTANT

### ASSOCIATE OF APPLIED SCIENCE DEGREE

To earn an Associate of Applied Science Degree in the Administrative Assistant Program, a student must successfully complete the following General Education and Core Requirements in addition to one of the options listed on pages 56-59.



\*See page 55 for approved electives.

#### Core Requirements

Course	Credits
ACCT 1200 Accounting I.....	3
OFFT 1420 Intermediate Keyboarding .....	3
OFFT 1110 Records & Info Management.....	3
OFFT 2100 Admin. Professional Procedures .....	3
OFFT 1170 Business English .....	3
OFFT 1000 Office Calculations.....	1
OFFT 2440 Microsoft Word II .....	1
OFFT 1515 Microsoft Certified Application Specialist-Word...1	
OFFT 1300 Coop Internship I.....	3
OFFT 1310 Coop Internship II .....	3
OFFT 1570 Voice Recognition.....	1
INFO 1710 Web Page Development.....	1
INFO 2100 Spreadsheet Applications .....	3
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#### General Education Requirements

Course	Credits
BSAD 1000 Human Relations & Ethics.....	3
BSAD 2050 Business Communications.....	3
ECON 1040 Personal Finance.....	2
MATH 1045 (or higher) Math .....	3
OFFT 1090 Microsoft Word I.....	3
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Core Requirements.....	29
General Education Requirements .....	14
Approved Electives * .....	19-29
Total Credits Required	<u>62-75</u>

ADMINISTRATIVE ASSISTANT  
ASSOCIATE OF APPLIED SCIENCE DEGREE  
APPROVED ELECTIVES FOR EACH OPTION

General Administrative Assistant Option

Course	Credits
ACCT 2020 Accounting with Quickbooks.....	3
BSAD 2160 Customer Service & Business Etiquette.....	3
INFO 2110 Access Database Applications.....	3
OFFT 1880 Office Practicum.....	3
OFFT 1600 Machine Transcription.....	2
OFFT 1540 Microsoft PowerPoint.....	1
OFFT 1580 Microsoft Outlook.....	1
OFFT 2500 Advanced Office Integration.....	3
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(See page 56 for required program of study.)

Agricultural Services

Administrative Assistant Option

Course	Credits
ACCT 2020 Accounting with Quickbooks.....	3
AGRI 1010 Animal Science.....	3
AGRI 1030 Introduction to Soil Science.....	3
AGRI 1210 Crop Production.....	3
AGRI 1260 Agricultural Marketing.....	3
AGRI Elective.....	4-6
INFO 2110 Access Database Applications.....	3
OFFT 1880 Office Practicum.....	3
	<u>25-27</u>

(See page 57 for required program of study.)

Legal Administrative Assistant Option

Course	Credits
BSAD 1400 Intro to Paralegal.....	3
BSAD 2700 Business Law I.....	3
BSAD 2710 Business Law II.....	3
BSAD Law Class Elective.....	3
INFO 2110 Access Database Applications.....	3
OFFT 1540 Microsoft PowerPoint.....	1
OFFT 1580 Microsoft Outlook.....	1
OFFT 1450 Legal Document Formatting.....	2
OFFT 1840 Legal Office Practicum.....	2
OFFT 2500 Advanced Office Integration.....	3
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(See page 58 for required program of study.)

Medical Administrative Assistant Option

Course	Credits
OFFT 1710 Introduction 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
OFFT 1740 Advanced Medical Terminology.....	3
OFFT 2500 Advanced Office Integration.....	3
NURS 1220 Structures and Functions of the Human Body.....	3
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(See page 59 for required program of study.)