

AG SERVICES ADMINISTRATIVE ASSISTANT OPTION

The agricultural support services administrative assistant option provides instruction in essential administrative 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. See page 54 for the Administrative Assistant Program of Study.

Required Program of Study for Diploma (1 year)

First Semester		Second Semester	
Course	Credits	Course	Credits
OFFT 1000 Office Calculations.....	1	OFFT 1880 Office Practicum.....	3
OFFT 1090 Microsoft Word .....	3	OFFT 2100 Administrative Professional Procedures.....	3
OFFT 1110 Records and Information Management.....	3	OFFT 2440 Microsoft Word II .....	1
OFFT 1170 Business English .....	3	INFO 2100 Spreadsheet Applications .....	3
OFFT 1420 Intermediate Keyboarding .....	3	AGRI 1010 Animal Science .....	3
ACCT 1060 Basic Accounting Procedures or ACCT 1200 Accounting I.....	3	AGRI 1210 Crop Production .....	3
AGRI 1030 Introduction to Soil Science.....	3	BSAD 2050 Business Communications .....	3
	19		19
		<b>Total Credit Hours</b>	<b>38</b>

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

FRESHMAN YEAR

Successful completion of a minimum of 30 semester hours from the Diploma Program.

SOPHOMORE YEAR

First Semester

Course	Credits
OFFT 1300 Cooperative Internship I.....	3
OFFT 1570 Voice Recognition .....	1
ACCT 1200 Accounting I*** .....	3
Math/Algebra (MATH 1045 or higher).....	3
AGRI Elective** .....	5-6
INFO 1710 Web Page Development.....	1
	13-17

Second Semester

Course	Credits
OFFT 1310 Cooperative Internship II.....	3
OFFT 1515 Microsoft Certified Application Specialist-Word...1	
ACCT 2020 Accounting with Quickbooks.....	3
BSAD 1000 Human Relations and Ethics .....	3
ECON 1040 Personal Finance .....	2
INFO 2110 Database Applications.....	3
AGRI Elective** .....	3
	18

**Total Credit Hours 69-73**

\*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 approved 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.

\*\*\*If a student did not complete ACCT 1200 as part of the diploma program.