

ADMINISTRATIVE ASSISTANT, ASSOCIATE OF APPLIED SCIENCE

Program Description

The two-year Administrative Assistant degree is designed to prepare students for office functions such as office reception, communication, documentation, accounting, managing documents, social media marketing, and other office functions.

Program Outcomes

Students who successfully complete the Associate of Applied Science degree in Administrative Assistant will:

1. Demonstrate professional skills that lead to success within the office workplace
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession

Career Considerations

Business office positions, assistant to a manager or supervisor, office manager assistant, business manager assistant, patient relations manager assistant, and other office assistant focused careers.

Program Course Requirements

| Course | Title | Credits |
|--------------------|---|-----------|
| First Year | | |
| First Term | | |
| BA 101 | Intro to Business ¹ | 4 |
| BA 180 | Business Mathematics I ¹ | 3 |
| OA 115 | Admin Office Professional | 3 |
| OA 116 | Records Management | 2 |
| OA 131 | Ten-Key Calculator | 1 |
| WR 121Z | Composition I | 4 |
| Credits | | 17 |
| Second Term | | |
| BA 116 | Principles of Financial Svcs | 4 |
| CIS 125S | Computer Apps-Spreadsheets | 3 |
| OA 123 | Formatting | 4 |
| OA 128 | Editing for Business | 3 |
| PSY 101 | Psychology of Human Relations | 3 |
| Credits | | 17 |
| Third Term | | |
| BA 106 | Business Leadership | 3 |
| BA 165 | Customer Service | 3 |
| CIS 125W | Computer Apps-Word Process SW | 3 |
| OA 161 | Career Planning | 1 |
| OA 250 | General Office Procedures | 3 |
| Credits | | 13 |
| Second Year | | |
| First Term | | |
| BA 211 | Principles of Accounting I ¹ | 3 |
| BA 214 | Business Communications ¹ | 3 |
| CIS 120 | Intro to Digital Literacy | 4 |

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|------------------------------|-------------------------------|-----------|
| CIS 125E | Computer Apps-E-mail | 2 |
| CIS 125R | Comp Apps-Presentation Sftwar | 2 |
| Credits | | 14 |
| Second Term | | |
| BA 218 | Personal Finance | 3 |
| BA 226 | Business Law ¹ | 4 |
| BA 233 | Accounting for Managers | 4 |
| OA 245 | Office Administration | 1 |
| OA 280A | CWE-Admin Asst-Office Asst | 2 |
| Credits | | 14 |
| Third Term | | |
| BA 253 | Social Media Marketing | 3 |
| CIS 125D | Computer Apps-Database | 3 |
| OA 260 | Principles of Office Mgmt | 3 |
| OA 280A | CWE-Admin Asst-Office Asst | 3 |
| SDP 109 | Elements of Supervision | 3 |
| Credits | | 15 |
| Total Minimum Credits | | 90 |

¹ A grade of C or better must be attained in the courses indicated.

Advising Notes

- Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses
- With carefully planning, students may be able to earn other certificates: Office Assistant, Microsoft Technologist and Financial Services, see advisor for more information
- Recommended to take BA 151 or BA 211 to keep from being one credit short for graduation
- See Department Chair for registering for OA 280A

Academic Entrance Requirements

- Although there is not a formal application or acceptance process for this program, students should be advised that many businesses do thorough background checks and drug screens prior to employment, including cooperative work experience placements. If starting the program outside of fall term, students should work closely with the advisor when planning their schedule.
- Students not knowing how to keyboard should take OA 110 Alpha Keyboarding (2 cr.) their first term.