

Administrative Assistant A.A.S.

Degree Code: SEC-2207

Minimum GPA: 2.0

Minimum Hours: 63

Name: _____ ID: _____ Date: _____

This two-year curriculum is designed to prepare the student for employment as an administrative assistant capable of taking dictation, transcribing, keying documents, handling appointments, screening office visitors, composing correspondence, making decisions, preparing reports/presentations, setting up and conducting meetings, and assisting in the employment process. This person should be able to serve as the employer or executive's voice and handle many tasks without a lot of direction.

	3/4	BUS 124 or ACC 111	Bookkeeping or Financial Accounting
	3	BUS 214	Business Law
	3	BUS 230	Human Resource Management
	4	COM 111	Business Computer Systems
	1	COM 190	Microsoft Publisher
	2	COM 281	Microsoft Excel
	2	COM 283	Microsoft Access
	3	ECO 211 or ECO 212	Economics (Marco) or Economics (Micro)
	3	ENG 111 or ENG 124	English Composition I or Technical Communication I
	3	ENG 112 or ENG 221	English Composition II or Technical Communication II
	1	IMS 115	Proofreading
	3	IMS 120	Records/Information Management
	3	IMS 122	Document Formatting
	1	IMS 127	Voice Dictation
	3	IMS 128	Machine Transcription
	3	IMS 130	Current Technology for Office Support
	2	IMS 192	Administrative Assistant Internship
	3	IMS 223	Document Production
	3	IMS 226	Administrative Support Procedures
	3	IMS 227	Office Information Processing I
	3	IMS 236	Office Information Processing II
	1	INT 111	Career Development
	3/4	MAT 121 or MAT 110	Technical Mathematics or General Education Mathematics
	1	SEM 111	College Success
	3	SPC 111 or SPC 210	Speech or Interpersonal Communication

Possible Career Opportunities

Administrative Assistant, Administrative Associate, Administrative Secretary, Administrative Specialist, Administrative Technician, Clerk Typist, Department Secretary, Office Assistant, Secretary, Staff Assistant

O*NET Links: www.onetonline.org

SOC Codes: 43-6014

I have received a copy and agree to follow this degree audit:

Student: _____ Advisor: _____ Date: _____