Administrative Office Assistant AAS (95 credits)

Program Description:
Prepare for a career as an office or administrative assistant, or a variety of office support positions. Students learn fundamental skills in Microsoft Word, Excel, Outlook, PowerPoint, Access, business writing, and office procedures. Students receive practical experience in several areas, including grammar, keyboarding, employment preparation, and often gain work-based learning experience in temporary internships at local businesses or in residence at the college. The program also provides extended learning opportunities for persons previously or currently employed in related professions.

For program costs and fees refer to the catalog TUITION AND FEES PAGE.

Program Learning Outcomes
1. Possess appropriate technological skills including: operating systems, word processing (including keyboarding), spreadsheets, database management and the Internet as a research tool
2. Demonstrate accurate text and data entry using an ergonomic keyboard
3. Use appropriate office procedures as it relates to the workplace environment
4. Compose complex business correspondence including memos, emails, letters, resumes and report
5. Demonstrate excellent communication skills including speaking, writing and presenting of information
6. Use standard ARMA rules in records management for both electronic and paper documents

Required Courses
Quarter 1  
AOA102 Professional Office Procedures  5  
AOA106 MS Windows  1  
AOA110 MS Word I  5  
AOA112 Business Grammar I  1  
Quarter 2  
AOA108 Records Management  4  
AOA111 MS Outlook  2  
AOA126 Business Grammar II  1  
AOA203 MS Excel I  5  
Quarter 3  
AOA105 Keyboarding I  5  
AOA121 MS Word II  5  
AOA132 Business Grammar III  1  
AOA205 MS Access I  3  
Quarter 4  
AOA103 Telecommunications  1  
AOA109 Business Ethics  2  

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## General Education Requirements

### Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tr>
<td>ENGL175</td>
<td>ENGLISH COMPOSITION I</td>
<td>5</td>
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<tr>
<td>ENGL&amp;101</td>
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### Humanities/Social Sciences/Natural Sciences/Other

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<tr>
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<tr>
<td>BIOL&amp;160</td>
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<td>5</td>
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<td>BIOL&amp;175</td>
<td>HUMAN BIOLOGY WITH LAB</td>
<td>5</td>
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<td>BIOL&amp;241</td>
<td>ANATOMY &amp; PHYSIOLOGY I</td>
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<td>BIOL&amp;260</td>
<td>MICROBIOLOGY</td>
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<tr>
<td>CHEM&amp;121</td>
<td>INTRODUCTION CHEMISTRY</td>
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<td>CHEM&amp;131</td>
<td>INTRODUCTION TO ORGANIC/BIOCHEMISTRY</td>
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<tr>
<td>CMST&amp;102</td>
<td>INTRO TO MASS MEDIA</td>
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<tr>
<td>CMST&amp;152</td>
<td>INTERCULTURAL COMMUNICATION</td>
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<td>CMST&amp;210</td>
<td>INTERPERSONAL COMMUNICATION</td>
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<tr>
<td>CMST&amp;220</td>
<td>PUBLIC SPEAKING</td>
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2020-2021 Addendum

ECON&201  MICROECONOMICS
NUTR&101  INTRO TO NUTRITION
POL&110  INTRO TO POLITICAL SCIENCE
PSYC&100  GENERAL PSYCHOLOGY
PSYC&200  LIFESPAN PSYCHOLOGY
SOC&101  INTRO TO SOCIOLOGY

Quantitative  5 credits required
MATH172  APPLIED BUSINESS MATH
MATH&141  PRECALCULUS I
MATH&142  PRECALCULUS II
MATH&146  INTRODUCTION TO STATISTICS
MATH&151  CALUCLUS I
MATH&152  CALUCLUS II

Note: See a Career Advisor prior to choosing courses that meet general education requirements.