

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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	AOA202	Business Grammar IV	1
	AOA204	MS PowerPoint	3
	AOA223	MS Excel II	5
Quarter 5	AOA120	Keyboarding II	5
	AOA124	Business Presentations	3
	ACCT&201	Principles of Accounting I	5
	AOA207	Business Grammar V	1
Electives	<u>Choose 1 of the Following</u>		
	AOA291	Practical Applications	2
	AOA298	Work-Based Learning Experience	2
Quarter 6	ACCT207	Quickbooks	5 previously listed twice
	AOA123	Applied Technical Communications	5
	AOA217	Business Grammar VI	1
	AOA234	Employment Preparation	1
	AOA240	Capstone Project	2
Electives	AOA296	Work-Based Learning Experience	1
	AOA297	Work-Based Learning Seminar	1

General Education Requirements

Communications 5 credits required

ENGL175

ENGL&101 ENGLISH COMPOSITION I

Humanities/Social Sciences/Natural Sciences/Other 10 credits required

BIOL&160 GENERAL BIOLOGY

BIOL&175 HUMAN BIOLOGY WITH LAB

BIOL&241 ANATOMY & PHYSIOLOGY I

BIOL&242 HUMAN A&P II

BIOL&260 MICROBIOLOGY

CHEM&121 INTRODUCTION CHEMISTRY

CHEM&131 INTRODUCTION TO ORGANIC/BIOCHEMISTRY

CMST&102 INTRO TO MASS MEDIA

CMST&152 INTERCULTURAL COMMUNICATION

CMST&210 INTERPERSONAL COMMUNICATION

CMST&220 PUBLIC SPEAKING

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ECON&201	MICROECONOMICS
NUTR&101	INTRO TO NUTRITION
POLS&101	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	CALCULUS II

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