Administrative Office Assistant AAS (~~95 102~~ Credits) 100 Credits
2020-21 Addendum

Program Learning Outcomes

• Possess appropriate technological skills including: operating systems, word processing (including keyboarding), spreadsheets, database management and the Internet as a research tool
• Demonstrate accurate text and data entry using an ergonomic keyboard
• Use appropriate office procedures as it relates to the workplace environment
• Compose complex business correspondence including memos, emails, letters, resumes and report

• Demonstrate excellent communication skills including speaking, writing and presenting of information
• Use standard ARMA rules in records management for both electronic and paper documents

CORE (78 credits)

ACCT 207	Quickbooks	5
ACCT& 201	Principles of Accounting I	5
AOA 102	Professional Office Procedures	5
AOA 103	Telecommunications	1
AOA 105	Keyboarding I	5
AOA 106	MS Windows	1
AOA 108	Records Management	4
AOA 109	Business Ethics	2
AOA 110	MW Word I	5
AOA 111	MS Outlook	2
AOA 112	Business Grammar I	1
AOA 120	Keyboarding II	5
AOA 121	MS Word II	5
AOA 123	Applied Technical Communications	5
AOA 124	Business Presentations	3
AOA 126	Business Grammar II	1
AOA 132	Business Grammar III	1
AOA 202	Business Grammar IV	1
AOA 203	MS Excel I	5
AOA 204	MS PowerPoint	3
AOA 205	MS Access I	3
AOA 207	Business Grammar V	1
AOA 217	Business Grammar VI	1
AOA 223	MS Excel II	5
AOA 234	Employment Preparation	1
AOA 240	Capstone Project	2

ELECTIVES (~~4~~ credits) – 2 Credits

AOA 291	Practical Applications	2
or		
AOA 298	Work-Based Learning Experience	2
and		
AOA 296	Work-Based Learning Experience	1
AOA 297	Work-Based Learning Seminar	1

GENERAL EDUCATION (20 credits)

Communication	ENGL& 101 or ENGL 175	5
Humanities, Social Sciences, Natural Sciences, Other		10
Quantitative		5
	MATH 172	
	MATH& 141	
	MATH& 142	
	MATH& 146	
	MATH& 151	
	MATH& 152	