

# ADMINISTRATIVE BUSINESS ASSISTANT AAS (92 97 CREDITS)

CIP Code 52.0401

- 6 quarter AAS
- Maximum class size: 20
- Student to teacher ratio: 3:1
- Enrollment point: Fall, Spring
- This degree offers online, and hybrid courses. See course descriptions for further information.
- Students need to have access to a computer preferably with two monitors, and the MS Office Suite

## 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 excellent communication skills including speaking, writing and presenting of information
3. Compose complex business correspondence including memos, emails, letters, resumes and reports
4. Use standard ARMA rules in records management for both electronic and paper documents
5. Use appropriate office procedures as it relates to the workplace environment
6. Demonstrate accurate text and data entry using an ergonomic keyboard

## Administrative Business Assistant (97 Credits)

### Required Courses

<a href="#"><u>ABA 101</u></a>	Smart Start	5
<a href="#"><u>ABA 102</u></a>	Professional Business Skills	5
<a href="#"><u>ABA 105</u></a>	Keyboarding I	5
<a href="#"><u>ABA 108</u></a>	Records Management	5
<a href="#"><u>ABA 109</u></a>	Business Ethics	2

<a href="#">ABA 110</a>	MS Word I	5
<a href="#">ABA 111</a>	MS Outlook	2
<a href="#">ABA 113</a>	Business Grammar	5
<a href="#">ABA 121</a>	MS Word II	5
<a href="#">ABA 203</a>	MS Excel I	5
<a href="#">ABA 204</a>	MS PowerPoint	3
<a href="#">ABA 205</a>	MS Access	3
<a href="#">ABA 223</a>	MS Excel II	5
<a href="#">ACCT &amp; 201</a>	Principles of Accounting I	5
<a href="#">ACCT 207</a>	QuickBooks	5
<a href="#">MARK 102</a>	Customer Service	5
<a href="#">CMST&amp; 220</a>	Public Speaking	5
<a href="#">HREL 111</a>	Interviewing and Career Success	5

## Administrative Business Assistant AAS (2 Credits required)

### Electives

In order to complete degree requirements, students must take

ABA296	Work-Based Learning Experience <i>and</i>	1
ABA297	Work-Based Learning Seminar <i>or</i>	1
ABA240	Capstone Project	2

## General Education Requirements

### Communication (5 10 Credits Required)

<a href="#">ENGL&amp; 101</a>	English Composition I	5
<a href="#">ENGL&amp; 175</a>	Professional Writing	5 Added
<a href="#">ENGL&amp; 235</a>	Technical Writing	5

### Quantitative (5 Credits Required)

<a href="#">MATH 172</a>	Business Math	5
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<a href="#"><u>MATH&amp; 141</u></a>	Precalculus I	5
<a href="#"><u>MATH&amp; 142</u></a>	Precalculus II	5
<a href="#"><u>MATH&amp; 146</u></a>	Statistics	5
<a href="#"><u>MATH&amp; 151</u></a>	Calculus	5
<a href="#"><u>MATH&amp; 152</u></a>	Calculus II	5
<a href="#"><u>MATH&amp; 107</u></a>	Math in Society	5
<a href="#"><u>MATH&amp; 153</u></a>	Calculus III	5
<a href="#"><u>MATH 171</u></a>	Technical Math	5
<a href="#"><u>MATH 172</u></a>	Business Math	5
<a href="#"><u>MATH 173</u></a>	Early Childhood Math	5
<a href="#"><u>MATH 174</u></a>	Math for Allied Health	5

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