Addendum 2022-23 catalog

ADMINISTRATIVE BUSINESS ASSISTANT AAS (92 CREDITS)

See correction at end of core courses below

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

Outcomes

Possess appropriate technological skills including: operating systems, word processing (including keyboarding), spreadsheets, database management and the Internet as a research tool

Demonstrate excellent communication skills including speaking, writing and presenting of information

Compose complex business correspondence including memos, emails, letters, resumes and reports

Use standard ARMA rules in records management for both electronic and paper documents

Use appropriate office procedures as it relates to the workplace environment

Demonstrate accurate text and data entry using an ergonomic keyboard

Required Courses

Administrative Business Assistant (92 Credits)

ABA 101	Smart Start	5
ABA 102	Professional Business Skills	5
ABA 105	Keyboarding I	5
ABA 108	Records Management	5
ABA 109	Business Ethics	2
ABA 110	MS Word I	5
ABA 111	MS Outlook	2
ABA 113	Business Grammar	5
ABA 121	MS Word II	5
ABA 203	MS Excel I	5
ABA 204	MS PowerPoint	3
ABA 205	MS Access	3
ABA 223	MS Excel II	5
ACCT 207	QuickBooks	5
ACCT& 201	Principles of Accounting I	5
CMST& 220	Public Speaking	5
HREL 111	Interviewing and Career Success **Or - CMST&210, CMST&230, PSYC&200**	5
MARK 102	Customer Service **OR - BUS&101 Introduction to Business** **5 Credits**	5

Electives

Administrative Business Assistant AAS (2 Credits required)

In order to complete degree requirements, students must take

ABA296	Work-Based Learning Experience	1 credit
	and	
ABA297	Work-Based Learning Seminar	1 credit
	or	
ABA240	Capstone Project	2 credits

General Education Requirements

Quantitative (5 Credits Required)

MATH 171	Technical Math	5
MATH 172	Business Math	5
MATH 173	Early Childhood Math	5
MATH 174	Math for Allied Health	5
MATH& 107	Math in Society	5
MATH& 141	Precalculus I	5
MATH& 142	Precalculus II	5
MATH& 146	Statistics	5
MATH& 151	Calculus	5
MATH& 152	Calculus II	5
MATH& 153	Calculus III	5

Communication (5 Credits Required)

ENGL 175	Professional Writing	5
ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5

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

see correct in core courses below

ADMINISTRATIVE BUSINESS ASSISTANT CERTIFICATE OF COMPETENCY (57 CREDITS)

CIP Code

52.0401

- 3 quarter Certificate of Competency
- Maximum class size: 20
- Student to teacher ratio: 3:1
- Enrollment point: Fall, Spring
- This certificate 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

Required Courses

Administrative Business Assistant (57 Credits)

ABA 101	Smart Start	5
ABA 102	Professional Business Skills	5
ABA 105	Keyboarding I	5
ABA 108	Records Management	5
ABA 110	MS Word I	5
ABA 111	MS Outlook	2
ABA 113	Business Grammar	5
ABA 203	MS Excel I	5
ENGL 175	Professional Writing	5
HREL 111	Interviewing and Career Success Or CMST& 210, CMST& 230, PSYC& 200	5
MARK 102	Customer Service Or BUS&101	5

General Education Requirements

Quantitative (5 Credits Required)

AMATH 170	Engineering Foundational Mathematics	5
MATH 171	Technical Math	5
MATH 172	Business Math	5
MATH 173	Early Childhood Math	5
MATH 174	Math for Allied Health	5
MATH& 107	Math in Society	5
MATH& 141	Precalculus I	5
MATH& 142	Precalculus II	5
MATH& 146	Statistics	5
MATH& 151	Calculus	5
MATH& 152	Calculus II	5
MATH& 153	Calculus III	5

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