

ADMINISTRATIVE ASSISTANT—GENERAL

Program Certificate

Total Degree Credits

30

Course List

Prescribed Technical Program Requirements

Select 30 credits from the following:		30
ACCT 102	Fundamentals of Accounting	
or ACCT 200	Elements of Accounting I	
BADM 281	Organizational Behavior	
BADM 282	Human Resource Management	
BOTE 108	Business Mathematics	
BOTE 121	Business English (Fall on campus and online)	
BOTE 152	Keyboarding II (Fall on campus, Spring online) ¹	
BOTE 197	Cooperative Education/Internship	
BOTE 209	Office Management (Fall online)	
BOTE 210	Business Communications	
BUSN 120	Fundamentals of Business	
CIS 102	Computer Software Applications - Word (Fall on campus, Spring online) ²	
CIS 104	Microcomputer Database (Fall on campus, Spring online) ²	
CIS 105	Microcomputer Spreadsheets ²	
CIS 130	Presentations (Online only) ²	
CIS 147	Principles of Information Security	
CSCI 101	Introduction to Computers	
Total Credits		30

These courses may be applied toward an Associate in Applied Science Degree in Administrative Assistant - General.

1

A prerequisite for Keyboarding II (BOTE 152) is to be able to key with proper technique approximately 40+ words a minute. Keyboarding I (BOTE 102) is a beginning course teaching the alphabetical keys with proper technique and can be used as an elective.

2

CIS 102, CIS 104, CIS 105 and CIS 130 may be challenged.

College Degree Requirements