

ADMINISTRATIVE ASSISTANT/SECRETARY (ADAD)

ASSOCIATE IN SCIENCE (A.S.) DEGREE

The Administrative Assistant/Secretary program prepares students for careers such as executive assistant, office manager and senior word processor. Students who successfully complete the program have a background in Microsoft Office applications, administrative office management and advanced transcription. Career opportunities for the graduates of this program are expected to remain constant.

The program trains students to perform a variety of tasks encountered by the administrative assistant involving decision-making, accepting responsibility and managing an office. In their last semester, students are given the opportunity to work in a local business office.

This program is available full time or part time, days or evenings.

GENERAL EDUCATION REQUIREMENTS

COURSE NO.	COURSE TITLE	CREDITS
<input type="checkbox"/> ENGL 1010*	Composition I	3
<input type="checkbox"/> ENGL 1400	Business Writing for Office Professionals	3
<input type="checkbox"/> MATH 1600*	Business Mathematics	3
<input type="checkbox"/> MATH 1620	Mathematics of Finance	3
<input type="checkbox"/> PSYC 1030	Psychology of Personal Adjustment	3
<input type="checkbox"/> Social Science Elective	See pg. 17 for list of courses that meet this requirement	3
<input type="checkbox"/> SPCH 1100	Oral Communication I	3
Total General Education Credits		21

*Placement test required

TIP:

Full-Time Students should take the following courses:

- First semester:** OFTD 1120, OFTD 1250, 1130, 1370; ENGL 1400 (17 credits);
- Second semester:** MATH 1600; OFTD 1140, 1170, 1180, 1220, 1280 (17 credits);
- Third semester:** ADAS 2510, 2520, 2530; MATH 1620; OFTD 1190, SPCH 1100; PSYC 1030 (19 credits);
- Fourth semester:** ADAS 2610, 2620 OR 2580, ADAS 2570; ENGL 1010; Social Science Elective (18-19 credits)

MAJOR REQUIREMENTS

COURSE NO.	COURSE TITLE	CREDITS
<input type="checkbox"/> OFTD 1120	Microcomputer Keyboarding	3
<input type="checkbox"/> OFTD 1130	Editing Skills for Office Communications I	2
<input type="checkbox"/> OFTD 1140	Office Technology and Procedures I	3
<input type="checkbox"/> OFTD 1170	P Office Transcription I	2
<input type="checkbox"/> OFTD 1180	Speech Recognition Software Applications I	1
<input type="checkbox"/> OFTD 1190	P Speech Recognition Software Applications II	1
<input type="checkbox"/> OFTD 1220	P Microsoft Office Applications I	4
<input type="checkbox"/> OFTD 1250	Office Accounting	3
<input type="checkbox"/> OFTD 1280	Editing Skills for Office Communications II	3
<input type="checkbox"/> OFTD 1370	Business File Management	2
<input type="checkbox"/> ADAS 2510	P Microsoft Office Applications II	3
<input type="checkbox"/> ADAS 2520	P Office Transcription II	2
<input type="checkbox"/> ADAS 2530	P Office Technology and Procedures II	3
<input type="checkbox"/> ADAS 2570	Administrative Office Management	3
<input type="checkbox"/> ADAS 2610	P Microsoft Office Applications III	3
<input type="checkbox"/> ADAS 2620 OR 2580	Office Administration Career Development OR Administrative Office Technology Cooperative Education I	3-4
Total Major Requirements Credits		41-42

Total Program Credits

62-63

P This course has a prerequisite. See Course Descriptions section for class hours, prerequisites and corequisites.