

## TIP:

**Full-Time Students** should take the following courses:

**First Semester:** OFTD 1120 **OR** 1340, OFTD 1250, 1130, 1370, COMI 1100, 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, LAWS 2050, Social Science Elective (18-19 credits)

### MAJOR REQUIREMENTS

COURSE NO.	COURSE TITLE	CREDITS
<input type="checkbox"/> OFTD 1120 <b>OR</b> 1340	Microcomputer Keyboarding <b>OR</b> Microcomputer Keyboarding Advanced	3
<input type="checkbox"/> OFTD 1130	Editing Skills for Office Communications I	2
<input type="checkbox"/> OFTD 1140	Office Technology & Procedures I	3
<input type="checkbox"/> OFTD 1170	<b>P</b> Office Transcription I	2
<input type="checkbox"/> OFTD 1180	Speech Recognition Software Applications I	1
<input type="checkbox"/> OFTD 1190	<b>P</b> Speech Recognition Software Applications II	1
<input type="checkbox"/> OFTD 1220	<b>P</b> 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	<b>P</b> Microsoft Office Applications II	3
<input type="checkbox"/> ADAS 2520	<b>P</b> Office Transcription II	2
<input type="checkbox"/> ADAS 2530	<b>P</b> Office Technology & Procedures II	3
<input type="checkbox"/> ADAS 2570	Administrative Office Management	3
<input type="checkbox"/> ADAS 2610	<b>P</b> Microsoft Office Applications III	3
<input type="checkbox"/> ADAS 2620 <b>OR</b> 2580	Office Administration Career Development <b>OR</b> Administrative Office Technology Cooperative Education I	3 - 4
<b>Total Major Requirements Credits</b>		<b>41-42</b>

**Total Program Credits**

**62-63**

## 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
<b>Total Major Requirements Credits</b>		<b>21</b>

\*Placement test required

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