

■ 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 ELECTIVES

COURSE NO.	COURSE TITLE	CREDITS
☐ COMI 1100	Introduction to Computers	3
☐ ENGL 1010* OR 1300	Composition I* OR Composition I (for Speakers of English as a Second Language)	3
☐ ENGL 1400	Business Writing for Office Professionals	3
☐ LAWS 2050	Law of Contracts	3
☐ MATH 1600*	Business Math	3
☐ PSYC 1030	Psychology of Personal Adjustment	3
☐ Social Science Elective	Select 3 credits from: ECON, PHIL, PSYC, GEOG, POLS, SOCS, HIST	3
☐ SPCH 1100	Oral Communication I	3
Total General Education Credits		24

*Placement test required

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, OFTD 1190, SPCH 1100, PSYC 1030 (16 credits); **Fourth Semester:** ADAS 2610, 2620 OR 2580, ADAS 2570, ENGL 1010 OR 1300, LAWS 2050, Social Science Elective (18-19 credits)

MAJOR REQUIREMENTS

COURSE NO.	COURSE TITLE	CREDITS
☐ OFTD 1120 OR 1340	Microcomputer Keyboarding OR Microcomputer Keyboarding Advanced	3
☐ OFTD 1130	Editing for Office Communications I	2
☐ OFTD 1140	Office Technology & Procedures I	3
☐ OFTD 1170	P Office Transcription I	3
☐ OFTD 1180	Speech Recognition Software Applications I	1
☐ OFTD 1190	P Speech Recognition Software Applications II	1
☐ OFTD 1220	P Microsoft Office Applications I	4
☐ OFTD 1250	Office Accounting	3
☐ OFTD 1280	Editing for Office Communications II	3
☐ OFTD 1370	Business File Management	3
☐ ADAS 2510	P Microsoft Office Applications II	3
☐ ADAS 2520	P Office Transcription II	3
☐ ADAS 2530	P Office Technology & Procedures II	3
☐ ADAS 2570	Administrative Office Management	3
☐ ADAS 2610	P Microsoft Office Applications III	3
☐ ADAS 2620 OR 2580	Office Administration Career Development OR Cooperative Work Experience I	3 - 4
Total Major Requirements Credits		45-46

Total Program Credits

69-70