

Administrative Assistant/Secretary Concentration (ADAD)

Associate in Science Degree in Professional Studies (AS_ADOT)

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

The Administrative Assistant/Secretary concentration 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 the office of a local business.

Note: Many courses require prerequisites, corequisites and/or testing. [See course descriptions for details.](#)

RECOMMENDED COURSE SEQUENCE

General Education Requirements

COURSE NO.	COURSE TITLE	COURSE NOTES	CREDITS
ENGL 1010	Composition I		3
ENGL 1400	Business Writing for Office Professionals		3
MATH 1005	Business Mathematics		3
MATH 1015	Mathematics of Finance		3
PSYC 1030	Psychology of Personal Adjustment		3
Social Science Elective		See this page for a complete list of courses that fulfill the SSCI attribute.	3
COMM 1100	Public Speaking		3
Total General Education Requirements Credits			21

Major Requirements

COURSE NO.	COURSE TITLE	COURSE NOTES	CREDITS
OFTD 1105	Essential Note Taking Skills		1
OFTD 1120	Microcomputer Keyboarding		3
OFTD 1130	Editing Skills for Office Communications I		2
OFTD 1140	Office Technology & Procedures I		3
OFTD 1170	Office Transcription I		2
OFTD 1180	Speech Recognition Software Applications I		1
OFTD 1190	Speech Recognition Software Applications II		1
OFTD 1220	Microsoft Office Applications I		4
OFTD 1250	Office Accounting		2
OFTD 1280	Editing Skills for Office Communications II		3
OFTD 1370	Business File Management		2
ADAS 2510	Microsoft Office Applications II		3
ADAS 2520	Office Transcription II		2
ADAS 2530	Office Technology & Procedures II		3
ADAS 2570	Administrative Office Management		3
ADAS 2610	Microsoft Office Applications III		3
ADAS 2580	Office Administration Cooperative Education I		3
Total Major Requirements Credits			41
Total Program Credits			62