

# Administrative Professional



Business • Management • Marketing • Technology

Career Pathways

The associate of applied science degree with specialization as an administrative assistant is designed to provide comprehensive preparation for office employment. The curriculum offers administrative, medical and legal options and emphasizes communication skills as well as office applications software usage.

Graduates of this program will be prepared for entry-level employment in corporate offices, law firms, medical offices and administrative departments of state or local governments.

	Credits
<b>Required General Education Courses</b>	<b>19</b>
ENGL 151 (English Composition I) .....	3
ENGL 152 (English Composition II) .....	3
† BSMTH 101 (Business Mathematics) .....	3
POLSC 151 (Introduction to Political Science) .....	3
<sup>1</sup> Science Elective .....	4
WPR 102 (Word Processing I) .....	3

## Required Core Courses (Administrative or Legal Option) 37-38

<b>1st Semester</b>	
ADMN 106 (Numeric Keypad) .....	1
ADMN 101 (Introduction to Today's Office) .....	1
† CIS 118 (Windows Operating System) .....	1
SPCH 151 (Communication Fundamentals) .....	3
<b>2nd Semester</b>	
† CIS 109 (Spreadsheet Software) .....	3
ADMN 135 (Intermediate Keyboarding) .....	3
WPR 103 (Advanced Word Processing) .....	3
<b>3rd Semester</b>	
BMGT 201 (Principles of Management) .....	3
CIS 188 (InDesign Desktop Publishing) .....	3
CIS 123 (PowerPoint Presentation Software) .....	3
CIS 112 (Database Software) .....	3
<b>4th Semester</b>	
ACCTG 110 (Applied Office Accounting) or ACCTG 151 (Accounting Principles) .....	3-4
ADMN 119 (Machine Transcription) .....	3
ADMN 201 (Integrated Office Software) .....	4

## Suggested General Electives

### Administrative Option

(to complete degree requirements)

ACCTG 201 (Microcomputer Accounting I) .....	3
BUSAD 151 (Introduction to Business) .....	4
CIS 182 (Illustrator Graphics) .....	3
CIS 184 (Photoshop Graphics) .....	3
ECON 251 (Principles of Macroeconomics) .....	3
ADMN 131B (Keyboarding Skills Enhancement) .....	1
PSYCH 101 (Social Psychology) or PSYCH 151 (General Psychology) .....	3

### Additional Required Core Courses

#### for Legal Option 10

BSLW 251 (Business Law) .....	4
POLSC 154 (Introduction to Law Enforcement) or POLSC 156 (Fundamentals of Criminal Investigation) .....	3
ADMN 104 (Legal Specialty) .....	3

### Additional Required Core Courses

#### for Medical Option 9

<sup>2</sup> BIOL 152 (Biological Science) .....	4
HLTSC 110 (Medical Terminology) .....	2
ADMN 105 (Medical Specialty) .....	3

## Total Degree Requirements:

<b>Administrative Option</b>	<b>60</b>
<b>Legal Option</b>	<b>66</b>
<b>Medical Option</b>	<b>61</b>

† Tech Prep course. See page 14.

<sup>1</sup> See the science alternatives listed on page 38.

<sup>2</sup> Satisfies General Education Science requirement.