

ASSOCIATE OF APPLIED SCIENCE
ADMINISTRATIVE ASSISTANT (2510)
 TOTAL CREDIT HOURS REQUIRED:60-61

YEAR 1

First Semester

Computation General Education Course (See 1 Below) ----- 3
 POFT 1301 Business English -----3
 POFT 1313 Professional Development for Office Personnel ----3
 *ITSW 1301 Introduction to Word Processing -----3

Second Semester

POFT 2312 Business Correspondence and
 Communication -----3
 *POFT 2301 Intermediate Keyboarding **OR**
 POFI 2340 Advanced Word Processing ----- 3
 *ACCT 2301 Principles of Accounting I ----- 4
 POFT 1319 Records & Information Management I ----- 3
 Mathematics **OR** Natural Sciences (See 2 Below) ----- 3

Summer Session

Social or Behavioral Science Gen Ed Course (See 3 Below) ----- 3
 Humanities/Fine Arts General Ed Course (See 4 Below) ----- 3

YEAR 2

First Semester

Communication General Education Course (See 5 Below) ----- 3
 ITSW 1304 Introduction to Spreadsheets----- 3
 ITSW 1310 Introduction to Presentation Graphics Software ---- 3
 ITSW 1370 Local Needs: Sharepoint ----- 3

Second Semester

POFT 1309 Administrative Office Procedures I ----- 3
 ITSW 1307 Introduction to Database ----- 3
 POFT 1220 Job Search Skills ----2
 ITSW 1391 Special Topics in Information Processing/
 Data Entry Technician: Outlook----- 3
 POFI 1191 Special Topics in Information Processing/
 Data Entry Technician ----- 1

Summer Session

POFT 2386 Internship - Administrative Assistant ----- 3

TOTAL CREDIT HOURS ----- 46 ----- 15

Suggested Electives:

- (1) COSC 1301
- (2) Select one course: MATH 1314, 1325, 1333, 1442, 2412, 2413, 2414, 2415, or BIOL 1408 or 1409
- (3) Select one course: PSYC 2301, SOCI 1301, or ECON 2301 or 2302, GOVT 2301-2306, HIST 1301 or 1302
- (4) Select one course: ARTS 1301, DRAMA 1300-2499, ENGL 1302, HIST 2311 or 2312, HUMA 1301 or 1302, MUSI, PHIL 2303, SPCH 1321
- (5) Select one course: ENGL1301-1302, Foreign Language 1411-2316, READ 1370, SPCH 1311-2341

*Prerequisite(s): Course Placement Guide (see advisor) Students with fewer than 25 wpm must take POFT 1329.