ADMINISTRATIVE ASSISTANT, A.A.S.

Administrative Assistant, A.A.S.

Overview

The Administrative Assistant, AAS program prepares students for a career as an administrative support professional. Administrative assistants are multi-taskers, planners, and team players who are skilled in performing a variety of office procedures to assist the organization. Administrative assistants use an array of technology and computer software applications, prepare and edit business communications, provide customer service, coordinate and schedule meetings and events, organize and maintain records management systems, problem-solve, and perform basic office accounting procedures. The AAS degree option provides the opportunity to learn additional technical skills and incorporates general education coursework. The credits in this program can be applied toward the Office Management, AAS Degree.

Locations

Canby,Granite Falls,Jackson,Online,Pipestone,Worthington

Course Number	Course Title	Credits
Fall - Year 1		
ADSA 1100	College Keyboarding I	3
ADSA 1122	Word Processing I	2
CSCI 1102	Computer Applications I	3
BUS 2242	Business Communications	3
	General Education	4
	Credits Fall - Year 1	**15**
Spring - Year 1		
ADSA 1105	College Keyboarding II	3
ADSA 1123	Word Processing II	2
ACCT 1120	Spreadsheet Concepts and Applications	2
ACCT 1122	Database Concepts and Applications	2
ADSA 1190	Presentation Graphics	2
	General Education	3
	Credits Spring - Year 1	**14**
Fall - Year 2		
GSCL 1105	Job Seeking Skills	1
ADSA 1111	Office Management	3
ADSA 1130	Office Accounting Concepts	3
ADSA 1145	Supervisory Management OR	3
BUS 2221	Principles of Management	3
ADSA 1112	Technology Tools and Applications for the Office Environment	2
	General Education	3
	Credits Fall - Year 2	**15**
Spring - Year 2		
ADSA 1136	Desktop Publishing	2
ADSA 1141	Customer Service for Office Professionals	2
ADSA 1126	Advanced Office Applications	2
ADSA 1131	Office Accounting Concepts II	2

Course Number	Course Title	Credits
BUS 1104	Business Math	3
	General Education	5
	Credits Spring - Year 2	**16**
General Education Requirements		**15**
ENGL 1101	Composition I	3
NSCI 1100	Issues in the Environment OR	3
	Area 3 or 4 (Science or Math)	
	Area 5 (History or Social Science)	3
CMST 1101	Public Speaking	3
	Humanities Electives	3
	TOTAL CREDITS	**60**