Associate in Science

Information Technology Program
Administrative Assistant Concentration – General Track

To graduate in the Information Technology Program – Administrative Assistant Concentration - General Track, a student must complete the following required course of study.

Course #	Course Title	Credits	Prerequisites	Semester Offered	Semester Taken	Grade Earned
General Education						
COM103	Oral Communication	3	ENL010	every		
ENL101	English Composition I	3	ENL050 or ESL201	every		
ENL102	English Composition II	3	ENL101	every		
PSY101	General Psychology	3		every		
	Fine and Performing Arts (or) Language Arts	3				
	Social Science	3				
	Mathematics (or) Natural Science	3/4				
Professional Education						
GIT101	Typing I*	3		-		
GIT110	Microcomputer Applications Software	3	ENL020, ENL050, GIT102	-		
BUS100	Introduction to Business	3				
GIT105	Office Communication Systems	3	ENL020 , ENL050	Fall		
GIT106 (or) ACC111	Office Accounting (or) Accounting I w/Computer Applications	3	MAT020, ENL020 (or) MAT020, ENL020	-		
BUS120	Business Law	3		-		
GIT220	Advanced Word Processing Applications	3	GIT120 or GIT110	-		
GIT126 (or) ART210	Electronic Publishing (or) Graphic Production & Layout I	3	Co-requisite: GIT120, GIT108 or GIT110 (or) GIT110; ART130 recommended	Fall		
BIT202	Standard Office Procedures	3	GIT120	Fall		
GIT125	Spreadsheet Applications for Business	3	GIT110 or GIT120 & ACC111 or ACC201	Spring		
GIT150	Database Applications	3	GIT120, GIT108 or GIT110	-		
	Business Elective	3				
	Business Electives**	3				
Total Credits:		**60/61**				

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Information Technology Program-Administrative Assistant Concentration Overview: Students in the Administrative Assistant concentration acquire a wide range of computer, communication, and organizational skills that prepare them for support positions in a modern office setting. Students enrolled in this concentration choose from the General or Medical tracks.

Career Outlook: Currently, there is a strong demand for well-trained, competent workers in the computerized office. Students completing the Administrative Assistant concentration are prepared to be secretaries, administrative and executive assistants in a variety of computerized office settings.

Administrative Assistant Concentration - General Track Overview: Students in this option learn to keyboard, write and format business documents; use a variety of information processing tools; administer and organize an automated office; and apply correct office procedures in various situations.

Career Outlook: Students completing the General Administrative Assistant track are trained to provide administrative or executive support in small to large office settings including but not limited to banks, insurance, technology, and real estate.

Program Outcomes: Upon completion of the Information Technology program, students will be able to:

- Read, write, discuss and think critically about topics and ideas in information and/or office technology
- Analyze ethical issues and apply ethical standards in the performance of responsibilities in a variety of information and office technology careers
- Synthesize information from communications, information technology, office technology, and business to provide customer service and solve business problems
- Assume positions in a variety of information and office technology careers
- Work well with teams in a information or office technology setting
- Transfer to baccalaureate programs.

* If waived, must be replaced with a Business course.

** Cooperative Work Experience is recommended.