

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 | | | | | | |
| ENL101 | English Composition I | 3 | Appropriate scores in Reading Comprehension & in Sentence Skills on CPT or grade of C or better in ENL020 & ENL050 or ESL201 | Fall, Spring, Summer | | |
| COM103 | Human Communication | 3 | ENL010 or ESL102 or satisfactory basic skills assessment score | Fall, Spring, Summer | | |
| | Behavioral and Social Sciences | 3 | | | | |
| | Behavioral and Social Sciences | 3 | | | | |
| | Mathematics/Quantitative Reasoning (or) Natural or Physical Science | 3 (or) 4 | | | | |
| | Mathematics/Quantitative Reasoning (or) Natural or Physical Science | 3 (or) 4 | | | | |
| | General Education elective | 3 | | | | |
| Professional Education | | | | | | |
| GIT101 | Typing I* | 3 | None | Fall, Spring | | |
| GIT110 | Microcomputer Applications Software | 3 | GIT102 or equivalent, ENL020 & ENL050 or satisfactory basic skills assessment score | Fall, Spring, Summer | | |
| BUS100 | Introduction to Business | 3 | None | Fall, Spring, Summer | | |
| GIT105 | Office Communication Systems | 3 | ENL020 & ENL050 or satisfactory basic skills assessment score | Fall, Spring | | |
| ACC111 (or) ACC201 | Accounting I with Computer Applications (or) Financial Accounting | 3 | MAT020 & ENL020 or satisfactory basic skills assessment score (or) BUS100 or HRM140, GIT110, MAT030 & ENL020 or basic skills assessment scores | Fall, Spring Fall, Spring, Summer | | |
| BUS120 | Business Law I | 3 | None | Fall, Spring, Summer | | |
| GIT220 | Advanced Word Processing Applications | 3 | GIT120 or GIT110 | Spring | | |
| ART210 | Graphic Production & Layout I | 3 | GIT110; ART130 recommended | Fall, Spring | | |
| BIT202 | Standard Office Procedures | 3 | GIT110 or GIT120 | Spring | | |
| GIT125 | Spreadsheet Applications for Business | 3 | GIT110 or GIT120 & ACC111 or ACC201 | Fall, Spring | | |
| GIT150 | Database Applications | 3 | GIT120, GIT108 or GIT110 or equivalent skill level in Windows | Fall, Spring | | |
| | Business Elective | 3 | | | | |
| | Business Elective** | 3 | | | | |
| Total Credits: | | 60/62 | | | | |

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

** Cooperative Work Experience is recommended.

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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 – Administrative Assistant Concentration – General Track, students are 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.