

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
First Semester						
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		
GIT110	Microcomputer Applications Software	3	ENL020 & ENL050 or satisfactory basic skills assessment score & (GIT101, GIT102 or 30wpm)	Fall, Spring, Summer		
BUS100	Introduction to Business	3	None	Fall, Spring, Summer		
GIT101	Typing I*	3	None	Fall, Spring		
Second Semester						
ACC111 (or) ACC201	Accounting I with Computer Applications (or) Financial Accounting	3	(MAT020 or MAT025) & ENL020 or satisfactory basic skills assessment score (or) BUS100 or HRM140, GIT110, (MAT030 or MAT035) & ENL020 or basic skills assessment scores	Fall, Spring Fall, Spring, Summer		
BUS120	Business Law I	3	None	Fall, Spring, Summer		
	Mathematics/Quantitative Reasoning (or) Natural or Physical Science	3 (or) 4				
GIT150	Database Applications	3	GIT108 or GIT110 or equivalent skill level in Windows	Fall, Spring		
GIT220	Advanced Word Processing Applications	3	GIT110	Spring		
Third Semester						
GIT105 (or) BUS102	Office Communication Systems (or) Business Communication	3	ENL020 & ENL050 or satisfactory basic skills assessment score ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring Fall, Spring		
MKT112 (or) BUS214	Customer Service: Concepts & Applications (or) Management		None ENL101 & BUS100	Fall, Spring Fall, Spring, Summer		
	Mathematics/Quantitative Reasoning (or) Natural or Physical Science	3 (or) 4				
	Behavioral and Social Sciences	3				
	Business Elective	3				
Fourth Semester						
BIT202	Standard Office Procedures	3	GIT110	Spring		
GIT125	Spreadsheet Applications for Business	3	GIT110 & (ACC111 or ACC201)	Fall, Spring		
	Business Elective**	3				
	Behavioral and Social Sciences	3				
	General Education elective	3				
Total Credits		60/62				

Associate in Science Information Technology Program Administrative Assistant Concentration - General Track

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 an information or office technology setting.
- Transfer to baccalaureate programs.

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

** Cooperative Work Experience is recommended.

Business Electives: Any course with an ACC, BIT, BUS, CUL, ENT, GIT, HRM or MKT designation.