

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	Human Communication	3	ENL010 or ESL102 or satisfactory basic skills assessment score	Fall, Spring, Summer		
ENL101	English Composition I	3	Appropriate score on the Computerized Placement Test or grade of C or better in ENL050 or ESL201	Fall, Spring, Summer		
	Behavioral and Social Sciences	3				
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	Mathematics/Quantitative Reasoning (or) Natural or Physical Science	3 (or) 4				
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	General Education elective	3				
Professional Education						
GIT101	Typing I*	3		Fall, Spring		
GIT110	Microcomputer Applications Software	3	GIT102 or equivalent, ENL020, ENL050	Fall, Spring, Summer		
BUS100	Introduction to Business	3		Fall, Spring, Summer		
GIT105	Office Communication Systems	3	ENL020 & ENL050	Fall, Spring		
ACC111 (or) ACC201	Accounting I w/Computer Applications (or) Financial Accounting	3	MAT020, ENL020 (or) BUS100 or HRM140, GIT110, MAT030, ENL020	Fall, Spring Fall, Spring, Summer		
BUS120	Business Law	3		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	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				
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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, 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.