

ASSOCIATE OF APPLIED SCIENCE DEGREE

Administrative Assistant

This program is designed to prepare students for office support positions. Office support personnel are needed in virtually every type of business and are essential in helping offices run effectively and efficiently. Crowder's Associate of Applied Science in Administrative Assistant degree will give you the opportunity to develop expert skills in keyboarding, software applications, transcription, business communications, and office management. Students will be able to utilize innovative technology to enhance and improve office procedures, in addition, students will develop the interpersonal, decision making and analytical skills required in dealing with workplace problems and situations. Through Crowder's comprehensive Internship program, you will have the opportunity to gain valuable work experience in a business office setting ensuring that you gain the valuable skills and connections you'll need to succeed in today's job market.

*All students pursuing this degree must take and pass the approved Technical Skills Assessment (TSA) prior to graduating. A fee will be charged for this test.

Orientation 1 hour		
COLL	101	College Orientation (1)
Communications 9 hours		
Written Communications 6 hours from the following		
ENGL	101*	English Composition (3)
ENGL	102*	Advanced English Composition (3) OR ENGL 104*
ENGL	203*	Technical Report Writing (3)
Oral Communications 3 hours		
COMM	104*	Fundamentals of Speech (3)
Mathematics 3 hours		
BSAD	121*	Business Mathematics (3)
Missouri Constitution 3 hours from the following		
PLSC	103*, 104*	National, State, Local Government (3)
HIST	106*	U.S. History I (3)
Business Core 13 hours		
BMGT	223	Business Ethics (3)
BSAD	103	Professional Development (2)
BSAD	125	Business Computer Apps (3)
BSAD	130*	Business Communications (3)
OA	231	Office Administration Internship (2)
Administrative Assistant Core 33 hours		
ACCT	101	Practical Accounting (3) OR-ACCT 201 Principles of ACCT I (3)
ACCT	165*	QuickBooks (3)
BSAD	108	Personal Finance (3)
BSAD	218*	Spreadsheets (3)
BSAD	219*	Database Management (3)
OA	102	Filing Systems and Records Management (3)
OA	107	College Keyboarding (3)
OA	115	Customer Service (3)
OA	200*	Word Processing (3)
OA	211	Secretarial Office Procedures (3)
Elective 3 Hrs		
Electives can be taken from ACCT, BSAD, BMGT or OA		

*Prerequisite requirement