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 pursing 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
SPCH   101* 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