



Associate of Applied Science Administrative Assistant

Office Administration Program

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. You will gain the valuable skills and connections you'll need to succeed in today's job market.

Program Outcomes

- Support management in office administration
- Prepare business documents
- Manage records
- Demonstrate business communication skills
- Utilize appropriate office technology and software
- Execute the duties of an office administrator
- Employ key financial, managerial, marketing, relational and ethical business principles as it related to the office environment

Potential Careers

- Administrative Assistant
- Office Manager
- Executive Assistant
- Professional Assistant
- Office Supervisor
- Executive Secretary
- Customer Service Representative

Salary

For salary and wage information, visit missourieconomy.org or bls.gov

Contact

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For a Current Course of Study and Suggested Plan of Study, visit: <http://www.crowder.edu/business>

For our current catalog, visit: <http://www.crowder.edu>

Administrative Assistant

SUGGESTED PROGRAM OF STUDY

The Administrative Assistant program at Crowder College enables students to gain skills and knowledge of computer software, office systems, office budgets, customer service, and human resources necessary in managing today's automated offices.



FIRST YEAR

Fall Semester

COLL 101	College Orientation	1
BSAD 121	Business Math *	3
ENGL 101	English Composition I* (or ENGL 100)	3
BMGT 223	Business Ethics	3
OA 107	College Keyboarding (Fall only)	3
SPCH 101	Fundamentals of Speech*	3
Total		16

Spring Semester

BSAD 125	Computer Applications	3
ENGL 102	English Composition II* (or ENGL 101, 203*)	3
HIST 106	U.S. History I (or PLSC 103, 104*)	3
OA 102	Filing Systems/Records Mgt (Spring only)	3
ACCT 101	Practical Accounting (or ACCT 201)	3
Total		15

SECOND YEAR

Fall Semester

BSAD 130	Business Communications*	3
ACCT 165	QuickBooks	3
OA 115	Customer Service (Fall only)	3
BSAD 219	Database Management* (Fall only)	3
OA 200	Word Processing (Fall only)	3
Total		15

Spring Semester

BSAD 103	Professional Development	2
BSAD 108	Personal Finance	3
BSAD 218	Spreadsheets*(Online in Spring)	3
OA 210	Office Admin Trans (Spring only)	3
OA 211	Secretarial Off Proced (Spring only)	3
OA 231	Office Administration Internship	2
Total		16

TOTAL HOURS REQUIRED 62

*Prerequisite required

Getting Started

- **Complete an Application for Admission**—\$25 application fee must accompany your application. Applications may be completed online by clicking the Apply Now! link
- **Take a Placement Exam**—(COMPASS or ACT) COMPASS is a computerized placement exam that will help your academic advisor place you in the correct English, Reading and Math classes. Call 417-455-5602 or any off-campus site to schedule a testing time. For more information concerning COMPASS, please visit our website.
- **Review the Schedule of Classes**—This will give you a chance to become familiar with the types of classes Crowder College has to offer. Check out the Course Schedules under the Academics tab on the "My Crowder" link.
- **Enroll During Open Enrollment**—Check the website or Announcements for current dates.
- **Provide Your Academic History** -Have your high school transcript or GED scores, plus any previous college transcripts, sent to our Records Office.
- **Make Payment Arrangements**—Payment arrangements must be made by the first day of regular enrollment: cash, payment plan, scholarship, financial aid. Apply for financial aid online at www.fafsa.gov, Crowder College School Code: 002459. All A+ Program and CAMP students must complete the FAFSA.
- **Financial Aid** Various forms of financial aid are available to qualified students, including scholarships, loans and grants. Scholarship information and applications are available on the Crowder College website: www.crowder.edu. Students may complete the Free Application for Federal Student Aid online at: www.fafsa.gov