

Administrative Assistant Associate of Applied Science

Degree Requirements

MTH 65 Intro to Algebra (or higher) _____

WR 121 English Composition _____

General Education Requirements 16 Credits (see approved AAS list)

Arts & Letters

Social Sciences

Science, Math, & Computer Science

Administrative Assistant Required Core

CAS 123 Production Keyboarding 3 _____

CAS 133 Basic Comp Skills/MS Off. 4 _____

OR CAS/OS/CIS Elective 4 _____

CAS 140 Beginning Access 3 _____

CAS 170 Beginning Excel 3 _____

CAS 216 Beginning Word 3 _____

CAS 217 Intermediate Word 3 _____

CAS 246 Integrated Computer Proj. 4 _____

MTH 30 Business Math 4 _____

OS 220 Business Editing Skills 4 _____

OS 131 10-Key Calculators 1 _____

OS 240 Filing & Records Mgmt. 4 _____

OS 245 Office Systems and Proc. 4 _____

OS 280F CE: Admin. Asst. 4 _____

OS 280G CE: Admin. Asst. – Sem. 4 _____

BA 111 Intro to Accounting 3 _____

BA 205 Solv Comm. Prob/Tech 4 _____

BA 285 Human Relations – Org. 3 _____

Writing Course above WR 121 4 _____

BA Electives 6 _____

(Restricted BA Electives: Take any BA Courses not including BA courses from CAS/OS Certificate. May not include BA131 if CAS 133 was taken.)

CAS/OS/CIS Electives Requirement:

9 Credits Minimum

CAS 103 Intro to Windows 1 _____

CAS 104 Basic Internet Skills 1 _____

CAS 106 Intro to HTML 1 _____

CAS 109 Beg. PowerPoint 1 _____

CAS 111D Beg. Dreamweaver 3 _____

OR

CAS 111F Beg. FrontPage 3 _____

CAS 211D Interm. Dreamweaver 3 _____

CAS 122 Keyboarding/Speed 3 _____

CAS 171 Intermediate Excel: WIN 3 _____

CAS 231 Publisher 3 _____

CAS 232 Desktop Pub: InDesign 3 _____

CIS 178 Applied Internet Concept 4 _____

OS 250 Creating a Virtual Office 4 _____

OS 251 Virtual Office Concepts 4 _____

Total Credit Hours = 94

Additional Information

TBCC will offer the coursework for this degree, but students wishing to complete this program in a 2-year period will need to take courses from PCC.