

## (CAS/OS) Administrative Assistant AAS Degree

Minimum 94 credits. Students must also meet Associate Degree Comprehensive Requirements and Associate of Applied Science Requirements. Students must complete a total of sixteen credits of General Education. Math/computation competency is met through the courses in the program of study indicated with a § symbol. Students should consult with program advisors for course planning.

### Program Outcomes

- Apply planning and time management principles to accomplish workplace efficiency and achieve company objectives.
- Assess and analyze new tasks to determine what computer technology should be utilized to effectively complete the tasks.
- Effectively communicate their own creative and critical ideas; respond effectively both verbally and in written format to the spoken, written, and visual ideas of others.
- Establish and follow procedures to manage digital and hard copy office documents.
- Exhibit people skills to deal effectively with a variety of personalities and diverse individuals.
- Perform general office tasks: plan and participate in meetings, coordinate travel arrangements, schedule appointments, greet clients/customers, and process mail.
- Produce professional, error-free, timely documents by using current and emerging software and hardware technology.
- Understand roles within teams, work units, departments, and organizations to identify the effect of systems on the activities of a business or an organization.
- Use critical thinking, organization and problem solving to effectively manage numeric, alphabetic and digital data.

### Academic Prerequisites

- All programs of study in CAS/OS recommend placement in WR 115, RD 115, MTH 20 and keyboarding by touch or CAS 121. Additional skill requirements are specified in course descriptions. Placement examinations to assist students in selecting appropriate writing and mathematics courses are required prior to registration.
- Students with questions about entry-level readiness should arrange to meet with an advisor.

### Academic Requirements

All courses in the degrees and certificates within the CAS/OS program must be completed with a grade of “C” or “P” or better.

**Program:** [Computer Applications and Office Systems](#)

**Type:** AAS Degree

## Administrative Assistant Degree Course

Item #	Title	Credits
	BA 111§	3
BA 205	Business Communication Using Technology	4
BA 285	Human Relations-Organizations	3
	BA 177 or BA 228	3
CAS 109	Beginning Powerpoint	1
CAS 123	Production Keyboarding	3
CAS 133	Basic Computer Skills/Microsoft Office	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 Projects	4
OS 131	10-key on Calculators	1
OS 220	Business Editing Skills	4
OS 240	Filing and Records Management	4
OS 245	Office Systems and Procedures	4
	OS 280F (4 Credit)	4
WR 121	English Composition	4
	Administrative Assistant Business Electives	6
	Administrative Assistant Degree Electives	14
	16 Credits General Education	16
	<b>Sub-Total Credits</b>	<b>94</b>
	Total credits for degree:	94

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