



Administrative Assistant Associate of Applied Science (A.A.S.) 2018–2019

DESCRIPTION:

The Business Office Administration Administrative Assistant A.A.S. degree prepares students to become an integral part of any office team in as soon as two years. Students will acquire advanced software and team-building skills through application activities, simulations, and internships with opportunities to gain a competitive edge over the competition by earning internationally-recognized Microsoft® and QuickBooks™ certifications. The program's strong focus on critical thinking, analytical problem-solving skills, and ethical decision-making techniques prepares graduates for success in the workplace. For more information, see csc.edu/academics/departments/business-office-administration.

ADMISSION REQUIREMENTS:

This is a non-selective, open-admission program. Placement into ENGL 1100 is required for all courses; placement into MATH 1104 or higher is also required for BOA 1102, BOA 1104, and BOA 1111.

ONGOING REQUIREMENTS:

Students must maintain minimum overall GPA required by the College.

OPPORTUNITIES FOR GRADUATES:

Career:

Employment growth is projected in the administrative professional field with over 100,000 new jobs expected by 2024. The administrative professional is a vital team member who works closely with CEOs, department managers, administrators, and other personnel. Today's admins perform fewer clerical tasks, and many are performing the roles of information and communication managers. Opportunities are best for applicants with extensive knowledge of business software applications – a strong focus of the Administrative Assistant A.A.S. degree.

Transfer:

The Administrative Assistant A.A.S. degree can be transferred to Ohio University's Bachelor of Technical & Applied Studies and Franklin University's Bachelor of Applied Management major.

DEGREE REQUIREMENTS (ADMINISTRATIVE ASSISTANT A.A.S.):

FIRST SEMESTER

Course	Term	Credits	Milestones/Progress Check
BOA 1101 Word I	AU/SP/SU	2	
BOA 1102 Excel I	AU/SP/SU	2	
BOA 1131 Keyboarding & Document Formatting	AU/SP/SU	2	
BOA 1150 Office Procedures (on-campus attendance required)	AU/SP	3	
COLS 1100 First Year Experience Seminar	AU/SP/SU	1	
ENGL 1100 Composition I	AU/SP/SU	3	
Semester Credits		13	

SECOND SEMESTER

Course	Term	Credits	Milestones/Progress Check
BOA 1103 PowerPoint*	AU/SP/SU	2	
BOA 1132 Advanced Document Formatting	AU/SP/SU	2	
BOA 1200 Business Language	AU/SP/SU	2	
BOA 1172 Excel II*	AU/SP/SU	2	
BOA 1191 Word II*	AU/SP/SU	2	
BMGT 1101 Principles of Business	AU/SP/SU	3	
Semester Credits		13	

THIRD SEMESTER

Course	Term	Credits	Milestones/Progress Check
BMGT 2250 Project Management Principles	AU/SP/SU	3	
MATH 1104 Mathematical Concepts for Business (required course)	AU/SP/SU	3	
SBS Elective (select from list)	AU/SP/SU	3	
Semester Credits		9	

FOURTH SEMESTER

Course	Term	Credits	Milestones/Progress Check
BOA 1104 Access (includes Microsoft® Access Certification Exam)	AU/SP/SU	2	
BOA 1111 Bookkeeping	AU/SP/SU	3	
BMGT 1102 Interpersonal Skills	AU/SP/SU	2	
FMGT 1101 Personal Finance	AU/SP/SU	3	
Natural Science Elective (select from list)	AU/SP/SU	3	
Semester Credits		13	

FIFTH SEMESTER

Course	Term	Credits	Milestones/Progress Check
BOA 2950 Practicum & Seminar (internship experience)			<ul style="list-style-type: none"> • BOA 2999: Completion of professional portfolio and service-learning experience; simulated office environment; on-campus attendance required • * Includes Microsoft® PowerPoint, Excel, and Word Certification Exams • ** Elective courses listed on plan of study
BOA 2999 Capstone			
BOA Technical Elective			
BMGT 2216 Business Ethics*			
HUM elective(select from list)**			
Semester Credits		14	
Total		62	

AU: Autumn Semester/SP: Spring Semester/SU: Summer Semester; requirements subject to change.