## **Administrative Assistant A.A.S.**

3 BUS 214 Busine 3 BUS 225 Busine 3 BUS 230 Human 4 COM 111 Busine 1 COM 190 Micros 2 COM 280 Micros 2 COM 281 Micros 3 ECO 211 or ECO 212 Intro to 3 ENG 111 or ENG 124 Englis 1 IMS 115 Proofr 3 IMS 120 Record 3 IMS 121 Beginn 3 IMS 122 Docum 3 IMS 128 Machin 2 IMS 192 Admin 3 IMS 223 Docum 3 IMS 226 Admin 3 IMS 227 Office 3/4 MAT 121 or MAT 110 Techn 3 PSY 211 Intro to	inimum GPA: 2.0	Minimum Hours: 62
capable of taking dictation, transcribing, keyin andling appointments, screening office visitor reports/presentations, setting up and conduct and assisting in the employment process. This voice and handle many tasks without a lot of discourse and handle many tasks without a lot of	ID:	Date:
3 BUS 214 Busine 3 BUS 230 Human 4 COM 111 Busine 1 COM 190 Micros 2 COM 280 Micros 2 COM 281 Micros 3 ECO 211 or ECO 212 Intro to 3 ENG 111 or ENG 124 Englis 1 IMS 115 Proofr 3 IMS 120 Record 3 IMS 121 Beginn 3 IMS 122 Docum 3 IMS 128 Machin 2 IMS 192 Admin 3 IMS 223 Docum 3 IMS 227 Office 3/4 MAT 121 or MAT 110 Techn 3 PSY 211 Intro to 3 SPC 111 or SPC 210 Speec	ng documents, ors, composing correspond ting meetings, s person should be able to	dence, making decisions, preparing
3 BUS 214 3 BUS 225 Busine 3 BUS 230 Human 4 COM 111 Busine 1 COM 190 Micros 2 COM 280 Micros 2 COM 281 Micros 3 ECO 211 or ECO 212 Intro to 3 ENG 111 or ENG 124 Englis 1 IMS 115 Proofr 3 IMS 120 Record 3 IMS 121 Beginn 3 IMS 122 Docum 3 IMS 128 Machin 2 IMS 192 Admin 3 IMS 223 Docum 3 IMS 227 Office 3/4 MAT 121 or MAT 110 Techn 3 PSY 211 Intro to 3 SPC 111 or SPC 210 Speec	eeping or Financial Acc	ounting
3 BUS 230 Human 4 COM 111 Busine 1 COM 190 Micros 2 COM 280 Micros 2 COM 281 Micros 3 ECO 211 or ECO 212 Intro to 3 ENG 111 or ENG 124 Englis 1 IMS 115 Proofn 3 IMS 120 Record 3 IMS 121 Beginn 3 IMS 122 Docum 3 IMS 128 Machin 2 IMS 192 Admin 3 IMS 223 Docum 3 IMS 223 Docum 3 IMS 226 Admin 3 IMS 227 Office 3/4 MAT 121 or MAT 110 Techn 3 PSY 211 Intro to 3 SPC 111 or SPC 210 Speec	ess Law	<u>-</u>
3 BUS 230 Human 4 COM 111 Busine 1 COM 190 Micros 2 COM 280 Micros 2 COM 281 Micros 3 ECO 211 or ECO 212 Intro to 3 ENG 111 or ENG 124 Englisi 1 IMS 115 Proofn 3 IMS 120 Record 3 IMS 121 Beginn 3 IMS 121 Beginn 3 IMS 122 Docum 3 IMS 128 Machin 2 IMS 192 Admin 3 IMS 223 Docum 3 IMS 226 Admin 3 IMS 227 Office 3/4 MAT 121 or MAT 110 Techn 3 PSY 211 Intro to 3 PSY 211 Speec	ess Communication	
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2 COM 281 Micros 2 COM 283 Micros 3 ECO 211 or ECO 212 Intro to 3 ENG 111 or ENG 124 Englis 1 IMS 115 Proofr 3 IMS 120 Record 3 IMS 121 Beginn 3 IMS 122 Docum 3 IMS 128 Machin 2 IMS 192 Admin 3 IMS 223 Docum 3 IMS 226 Admin 3 IMS 227 Office 3/4 MAT 121 or MAT 110 Techn 3 PSY 211 Intro to 3 SPC 111 or SPC 210 Speec  Possible Career Opportunities Administrative Assistant, Administrative Assonation of the company of the compa	oft Publisher	
2 COM 281 Micros 2 COM 283 Micros 3 ECO 211 or ECO 212 Intro to 3 ENG 111 or ENG 124 Englis 1 IMS 115 Proofr 3 IMS 120 Record 3 IMS 121 Beginn 3 IMS 122 Docum 3 IMS 128 Machin 2 IMS 192 Admin 3 IMS 223 Docum 3 IMS 223 Docum 3 IMS 227 Office 3/4 MAT 121 or MAT 110 Techn 3 PSY 211 Intro to 3 SPC 111 or SPC 210 Speec  Possible Career Opportunities Administrative Assistant, Administrative Assonation and the second content of the second cont	oft Word	
2 COM 283 3 ECO 211 or ECO 212 Intro to 3 ENG 111 or ENG 124 English 1 IMS 115 Proofm 3 IMS 120 Record 3 IMS 121 Beginm 3 IMS 122 Docum 3 IMS 128 Machin 2 IMS 192 Admin 3 IMS 223 Docum 3 IMS 223 Docum 3 IMS 226 Admin 3 IMS 227 Office 3/4 MAT 121 or MAT 110 Techm 3 PSY 211 Intro to 3 SPC 111 or SPC 210 Speec Rossible Career Opportunities administrative Assistant, Administrative Assonation Administrative Technician, Clerk Typist, Department Secretary, Office As 10*NET Links: www.onetonline.org	oft Excel	
3 ECO 211 or ECO 212 Intro to 3 ENG 111 or ENG 124 English 1 IMS 115 Proofrom 3 IMS 120 Record 3 IMS 121 Beginsh 3 IMS 122 Docum 3 IMS 128 Machin 2 IMS 192 Admin 3 IMS 223 Docum 3 IMS 226 Admin 3 IMS 227 Office 3/4 MAT 121 or MAT 110 Techn 3 PSY 211 Intro to 3 SPC 111 or SPC 210 Speec Possible Career Opportunities Administrative Association and the second and the	oft Access	
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1 IMS 115 Proofr 3 IMS 120 Record 3 IMS 121 Beginn 3 IMS 122 Docum 3 IMS 128 Machin 2 IMS 192 Admin 3 IMS 223 Docum 3 IMS 226 Admin 3 IMS 227 Office 3/4 MAT 121 or MAT 110 Techn 3 PSY 211 Intro to 3 SPC 111 or SPC 210 Speec  cossible Career Opportunities definistrative Assistant, Administrative Assortative Technician, elerk Typist, Department Secretary, Office Assistant Secretary, Office Ass	h Composition I or Techi	
3 IMS 120 Record 3 IMS 121 Beginn 3 IMS 122 Docum 3 IMS 128 Machin 2 IMS 192 Admin 3 IMS 223 Docum 3 IMS 226 Admin 3 IMS 227 Office 3/4 MAT 121 or MAT 110 Techn 3 PSY 211 Intro to 3 SPC 111 or SPC 210 Speec  cossible Career Opportunities dministrative Assistant, Administrative Assodministrative Technician, elerk Typist, Department Secretary, Office Assistant Secre		
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2 IMS 192 Admin 3 IMS 223 Docum 3 IMS 226 Admin 3 IMS 227 Office 3/4 MAT 121 or MAT 110 Techn 3 PSY 211 Intro to 3 SPC 111 or SPC 210 Speec  ossible Career Opportunities dministrative Assistant, Administrative Assodministrative Technician, elerk Typist, Department Secretary, Office Assistant Secretary, Office Assistent Secretary, Office Assistant Secretary, Office	ne Transcription	
3 IMS 223 Docum 3 IMS 226 Admin 3 IMS 227 Office 3/4 MAT 121 or MAT 110 Techn 3 PSY 211 Intro to 3 SPC 111 or SPC 210 Speec  ossible Career Opportunities dministrative Assistant, Administrative Assodministrative Technician, lerk Typist, Department Secretary, Office Assistant Secret	istrative Assistant Interr	nship
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3 SPC 111 or SPC 210 Speec  ossible Career Opportunities dministrative Assistant, Administrative Asso dministrative Technician, lerk Typist, Department Secretary, Office As *NET Links: www.onetonline.org OC Codes: 43-6014	o Psychology	
dministrative Assistant, Administrative Asso dministrative Technician, lerk Typist, Department Secretary, Office As *NET Links: www.onetonline.org OC Codes: 43-6014	h or Interpersonal Comr	nunication
Student:	-	Date