

## Administrative Assistant AAS- 547G

Requirements Effective Fall 2016

Program Planning Guide

**Program Description:** This Administrative Assistant Associate degree is designed to prepare students for jobs such as administrative assistants and office support professionals.

**Prerequisites:** Many classes have prerequisites. Prerequisites are those classes that prove eligibility for entry by testing or by having satisfied prior course work. Course work earned at other institutions must be unofficially evaluated or approved by a program advisor before registering. Courses in this certificate with prerequisites are marked with an asterisk (\*). See catalog for more information.

**Administrative Assistant Prerequisites:** Type 25 cwam, placement into ENGL097 or higher, MATH081.

**Note:** Advanced placement testing, work experience and transfer of credits may result in some course waivers, credit transfer and advanced placement.

Course Number	General Education/Related Instruction Requirements (30 credits)	Credit Hours
BUS 131*	Integrated Communications	5
BUS 116*	Business Math/Spreadsheets	5
BUS 236	Interpersonal Communication for the Workplace	5
	5 credits from approved list of US Cultures or Global Studies courses 10 credits from approved list of general elective courses	15
	<b>Degree Requirements (57 credits)</b>	
BUS&101	Introduction to Business	5
BUS 106 <sup>1*</sup>	Keyboarding/Skillbuilding	3
BUS 112	Multicultural Issues in the American Workplace	5
BUS 115	Computational Skillbuilding	2
BUS 124	Excel for Business	5
BUS 140	Customer Relations	5
BUS 169	Using Computers in Business I	5
BUS 170*	Information Technology I	5
BUS 182	Information and Database Management	5
BUS 205	Human Resource Management	5
BUS 230*	Business Communications	5
ACCT 110	Introduction to Accounting/Bookkeeping	5
CWE 101	Portfolio, Job Search and Interviewing	2
	<b>Program Elective (3-5 credits)</b>	
Business Related Elective	Please see page 2 for suggested electives to meet this requirement.	3-5
<b>Total Credits: 90-92</b> (excluding prerequisites)		

**Course Notes:** <sup>1</sup>Course may be taken up to three times to assist students in achieving typing skills required by industry.

**Business Related Elective:**

Suggested business related electives include:

CWE110, BUS114, BUS&201, BUS210, ACCT131, IT111 or any BUS course numbered 110 or above.

**Program Outcomes:**

- Apply office software technology to increase administrative productivity.
- Communicate effectively in oral and written forms in a business environment.
- Collaborate with others in ways that contribute to the organization's goals.
- Make effective use of human differences to create positive relationships with co-workers and the public.
- Practice the legal and ethical frameworks of business.

**What Skills do I need to be successful in this field?**

- <http://www.onetonline.org/link/summary/43-6014.00>

**What are some potential job titles?**

- Administrative Assistant
- Administrative Specialist
- Office Assistant
- Office Manager

**Wages, employment trends and pathways**

<http://www.onetonline.org/link/summary/43-6014.00#WagesEmployment>

**Course Sequence:** This program of study is outlined by quarter below. Courses should be taken in the indicated sequence. However, it should not be assumed that students will always proceed through their program of study exactly as shown here. The number of quarters listed here is a minimum. Not all courses are offered every quarter. Individual student experiences, educational and training background, and personal schedules and demands all may affect the time it takes to complete this certificate. Also, in general, summer quarter is not considered one of the full-time quarters in the certificate.

**1st quarter:** BUS106, BUS131, BUS169

**2<sup>nd</sup> quarter:** BUS112, BUS116, BUS170, CWE101

**3<sup>rd</sup> quarter:** BUS124, BUS182, BUS230

**4th quarter:** BUS101, BUS115, BUS140, Gen. Ed.

**5th quarter:** BUS236, CWE110 or BUS Elective, Gen. Ed.

**6th quarter:** BUS205, ACCT110, Gen. Ed.

**Program Contact:** Business Dept. Coordinator (206) 934-3730

**NSC Advising Office:** (206) 934-3658 <https://northseattle.edu/advising>

**Program Website:** <https://northseattle.edu/programs/administrative-assistant>