

ADMINISTRATIVE ASSISTANT, AAS

Program Description

The Mid-Plains Community College Associate of Applied Science Degree in Business with an emphasis in Administrative Assistant is a two-year program that prepares students to be administrative assistants.

Students develop skills in communication, general and specific office tasks, and computer applications. Upon completing the program students would have the necessary skills to work in a variety of business settings.

An administrative assistant facilitates business operations through a variety of duties including information and communication management, data processing and collection, and project tracking. The program will give you the tech savvy skills that you need to be competitive in today's workplace.

Career Opportunities

Employment opportunities with this degree may include the following:

- Executive secretaries
- Administrative assistants
- Supervisors/managers of administrative support workers
- Administrative services managers
- Secretaries
- Human resources assistants
- Receptionists and information clerks
- Account clerks, file clerks, insurance clerks, loan clerks, and office clerks
- Switchboard operators
- Personnel managers
- Sales associates

Associate of Applied Science Degree Business

Administrative Assistant Emphasis

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
ACCT 1025 or ACCT 1200	Introduction to Accounting or Principles of Accounting I	3.0
OFFT 1070	Business English	3.0
OFFT 1160	Input Keyboard Technology II	3.0
OFFT 2050	Information Management	3.0
Electives (CSCE, OFFT, BSAD or INFO)		3.0
Credit Hours		15.0
Second Semester		
Spring		
ACCT 1200 or ACCT 1210	Principles of Accounting I or Principles of Accounting II	3.0
BSAD 1010	Personal/Professional Development	3.0
BSAD 1070	Customer Service	3.0

BSAD 2510	Business Computer Systems	3.0
Select one of the following:		3.0
BSAD 1030	Business & Professional Speaking	
SPCH 1090	Fund of Human Communication	
Credit Hours		15.0
Third Semester		
Fall		
CSCE 2570	Desktop Publishing	3.0
OFFT 2080	Business Mathematics	3.0
SOCI 1000 or BSAD 1100	Human Relations: People Skills or Personal Finance	3.0
Electives (CSCE, OFFT, BSAD or INFO)		6.0
Credit Hours		15.0
Fourth Semester		
Spring		
BSAD 2250	Business Communications	3.0
CSCE 2670	Design Technologies	3.0
OFFT 2170	MS Office Integration	3.0
OFFT 2350	Administrative Proc & Mgmt	3.0
Electives (CSCE, OFFT, BSAD or INFO)		3.0
Credit Hours		15.0
Total Credit Hours		60.0

Course work in business, foreign language, economics, real estate, psychology, sociology, government, composition, statistics, information technology and cultural diversity would complement the business program. Please see the list of electives below.

Electives List

Code	Title	Credit Hours
ACCT 1010	Payroll Accounting	2.0
ACCT 1210	Principles of Accounting II	3.0
ACCT 2020	Income Tax Acct for Individuals	3.0
ACCT 2130	Intermediate Accounting	3.0
ACCT 2170	Cost Accounting	3.0
AGRI 1410	Intro to Ag-Economics	3.0
AGRI 1745	Agribusiness & Food Marketing	3.0
AGRI 2040	Farm & Ranch Management	4.0
AGRI 2041	Farm & Ranch Management Lab	0.0
BSAD 1060	Introduction to Sports Management	3.0
BSAD 1070	Customer Service	3.0
BSAD 1100	Personal Finance	3.0
BSAD 1110	Introduction to Events Management	3.0
BSAD 1120	Social Issues/Nonprofit Sector	3.0
BSAD 1500	Leadership Behavior	1.5
BSAD 2000	Intro to Leadership Concepts	3.0
BSAD 2010	Principles of Selling	3.0
BSAD 2020	Leadership Development	3.0
BSAD 2050	Strategic Planning and Leadership	3.0
BSAD 2060	Intro Sports Facilities Management	3.0
BSAD 2100	Organizational Behavior	3.0
BSAD 2210	Supervisory Management	3.0
BSAD 2350	Advertising	3.0

BSAD 2370	Digital Marketing	3.0
BSAD 2520	Principles of Marketing	3.0
BSAD 2540	Principles of Management	3.0
BSAD 2720	Business Law II	3.0
CSCE	Any CSCE course approved by the business advisor and business & technology division chair	
ECON 1000	Contemporary Economic Issues	3.0
ECON 2110	Principles of Macroeconomics	3.0
ECON 2120	Principles of Microeconomics	3.0
ENGL 1010	English Composition I	3.0
ENTR 2040	Entrepreneurship Feasibility Study	3.0
ENTR 2050	Marketing for the Entrepreneur	3.0
ENTR 2090	Entrepreneurship Business Plan	3.0
FACS 2300	Visual Merchandising	3.0
INFO	Any INFO course approved by the business advisor and business & technology division chair	
OFFT 1150 or OFFT 1160	Input Keyboard Technology I Input Keyboard Technology II	3.0
OFFT 2050	Information Management	3.0
OFFT 2170	MS Office Integration	3.0
OFFT 2350	Administrative Proc & Mgmt	3.0
PSYC 1810	Intro to Psychology	3.0
REES 1705	Real Estate Principles & Practices	2.0
REES 1715	Real Estate Finance	2.0
REES 1725	Real Estate Law	2.0
SOCI 1000	Human Relations: People Skills	3.0
SOCI 1010	Intro to Sociology	3.0
SOCI 2150	Exploring Unity & Diversity	3.0
SPAN 1010	Elementary Spanish I	5.0
SPAN 1020	Elementary Spanish II	5.0
WARE 1100	Introduction to Logistics	3.0
WARE 1200	Global Logistics	3.0
WARE 1250	Transportation Logistics	3.0
WARE 2150	Supply Chain Management	3.0
WARE 2400	Purchasing Logistics	3.0

Second Semester**Spring**

ACCT 1200 or ACCT 1210	Principles of Accounting I or Principles of Accounting II	3.0
BSAD 1030 or SPCH 1090	Business & Professional Speaking or Fund of Human Communication	3.0
BSAD 1070	Customer Service (Also offered online in the Fall)	3.0
BSAD 2510	Business Computer Systems	3.0
OFFT 1160	Input Keyboard Technology II	3.0
Credit Hours		15.0

Third Semester**Summer**

OFFT 1070	Business English (Only offered online in Summer)	3.0
Credit Hours		3.0

Fourth Semester**Fall**

CSCE 2570	Desktop Publishing (Offered online in the Fall only)	3.0
OFFT 2080	Business Mathematics (Also offered online in the Spring)	3.0
BSAD 1100 or SOCI 1000	Personal Finance or Human Relations: People Skills	3.0
Electives (CSCE, OFFT, BSAD or INFO)		6.0
Credit Hours		15.0

Fifth Semester**Spring**

BSAD 2250	Business Communications	3.0
CSCE 2670	Design Technologies (Offered online in the Spring only)	3.0
OFFT 2170	MS Office Integration (Also offered online in Summer)	3.0
OFFT 2350	Administrative Proc & Mgmt (Offered online in the Spring only)	3.0
Electives (CSCE, OFFT, BSAD or INFO)		3.0
Credit Hours		15.0
Total Credit Hours		60.0

Administrative Assistant On-Line Option

Students wishing to complete the Administrative Assistant Associates degree solely online should follow the suggested sequence of study below. All courses are offered online in all terms unless otherwise noted.

Course	Title	Credit Hours
First Semester		
Fall		
ACCT 1025 or ACCT 1200	Introduction to Accounting or Principles of Accounting I	3.0
BSAD 1010	Personal/Professional Development	3.0
OFFT 2050	Information Management (Offered online in the Fall only)	3.0
Electives (CSCE, OFFT, BSAD or INFO)		3.0
Credit Hours		12.0