

**Associate in Applied Science in
Administrative Professional Technology
(Continuation Option)**

Program Learning Outcomes

1. Graduates will acquire the appropriate skills to fill intermediate-level administrative assistant positions by being able to think critically and communicate effectively both orally and in writing.
2. Graduates will be competent in office technology and be able to demonstrate proficiency in word and data processing, electronic file management, and electronic presentation making.
3. Graduates will be knowledgeable in human relations, project management and supervision skills.
4. Graduates will gain the fundamental knowledge and skills to pursue the baccalaureate degree in business administration or business teacher education.
5. Graduates will acquire business related concepts needed to sit for the Certified Professional Secretary® examination.
6. Graduates will be able to manipulate electronic mail and conduct on-line business research.

Curriculum/Suggested Sequence

(70-71 hours required for graduation)

College 101 required for all students with a composite ACT score of 19 or below.

FIRST SEMESTER

BST	101	Interm Document Processing	3
BST	107	SuperWrite I	3
HUM	101	Intro to Humanities	3
ENGL	101	English Composition I OR	
ENG	110	English Composition I	3
MATH	101	College Algebra	3
COMM	100	Speech Communication	3
		Total Credits	18

THIRD SEMESTER

BA	210	Bus Law I	3
ECON	202	Principles of Econ (micro)	3
BST	139	Desktop Publishing	3
BST	213	Office Management	3
BA	215	First Year Accounting	3
ENGL	204	Writing for Bus & Other Profess	3
		Total Credits	18

SECOND SEMESTER

BST	102	Adv Document Processing	3
BST	240	Fund of Bus Comp Tech	3
BST	121	Records Management	1
ECON	201	Prin of Economics (macro)	3
ENGL	102	English Composition II	3
GED		Science	3-4
		Total Credits	16-17

FOURTH SEMESTER

BST	290	CPS Review	3
BST	212	Mach Trans & Office Proc	3
BST	243	Advanced Comp Tech	3
BA	216	First Year Acct II OR	
BST	237	Managerial Accounting	3
BA	301	Fund of Management OR	
BST	202	Prin of Management	3
BA	305	Fund of Marketing OR	
BST	205	Intro to Marketing	3
		Total Credits	18

For More Information, Contact:
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