

Associate of Applied Science- Administrative Assistant

CIP:	Major Code: 4338A
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Focused Area Advisor: Christa Tackett 208.732.6228 ctackett@csi.edu

Major Advisor: Kirk Ruby 208.732.6316 kruby@csi.edu

This program is designed to prepare students with an understanding of the technical and human relations skills necessary for a position in any office.

Program Application Required: Yes

COURSES

TERM 1		CREDITS
<input type="checkbox"/>	ENGL 101 English Composition 1	3
<input type="checkbox"/>	ADMN 100 Mechanics of Business Writing	3
<input type="checkbox"/>	ADMN 110 Business Financial Applications	3
<input type="checkbox"/>	ADMN 114 Office Procedures	3
<input type="checkbox"/>	ADMN 142 Business Document Processing	3
Semester Total		15

TERM 2		CREDITS
<input type="checkbox"/>	MATH 123 Math in Modern Society	3
<input type="checkbox"/>	General Education Social Science	3
<input type="checkbox"/>	ACCB 129 Introduction to Bookkeeping	3
<input type="checkbox"/>	ACCB 129L Introduction to Bookkeeping Lab	1
<input type="checkbox"/>	ADMN 104 Business Writing	3
<input type="checkbox"/>	ADMN 116 Spreadsheet Applications	3
Semester Total		16

TERM 3		CREDITS
<input type="checkbox"/>	General Education Communication	3
<input type="checkbox"/>	ACCB 229 QuickBooks Pro Accounting	4
<input type="checkbox"/>	ADMN 204 Records Systems Management	2
<input type="checkbox"/>	ADMN 205 Integrated Software Applications	3
<input type="checkbox"/>	HOSP 174 Customer Service & Conflict Resolution	3
Semester Total		15

TERM 4		CREDITS
<input type="checkbox"/>	General Education Elective	3
<input type="checkbox"/>	ADMN 215 Database Essentials	3
<input type="checkbox"/>	ADMN 231 Internship 1	3
<input type="checkbox"/>	ADMN 245 Office Technology Integration	3
<input type="checkbox"/>	COMM 140 Digital Communication	3
Semester Total		15

NOTES

TERM 1
*Prerequisite: Placement

TERM 2
*Prerequisite: MATH 023 or placement

TERM 3

TERM 4

Degree Completion Total Credits: 61

The Checklist allows students an alternative from the Completion Plan when reviewing courses. It does not introduce any new requirements to the program.

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Gen. Ed. Communication	Choice: _____ (3 cr)	
ENGL 101	English Composition 1 (3 cr)	Prerequisite: Placement
MATH 123	Math in Modern Society (3 cr)	Prerequisite: MATH 023 or placement
Gen. Ed. Social Science	Choice: _____ (3 cr)	
Gen. Ed. Elective	Choice: _____ (3 cr)	
ACCB 129	Introduction to Bookkeeping (3 cr)	
ACCB 129L	Introduction to Bookkeeping Lab (1 cr)	
ACCB 229	QuickBooks Pro Accounting (4 cr)	
ADMN 100	Mechanics of Business Writing (3 cr)	
ADMN 104	Business Writing (3 cr)	
ADMN 110	Business Financial Applications (3 cr)	
ADMN 114	Office Procedures (3 cr)	
ADMN 116	Spreadsheet Applications (3 cr)	
ADMN 142	Business Document Processing (3 cr)	
ADMN 204	Records Systems Management (2 cr)	
ADMN 205	Integrated Software Applications (3 cr)	
ADMN 215	Database Essentials (3 cr)	
ADMN 231	Internship 1 (3 cr)	
ADMN 245	Office Technology Integration (3 cr)	
COMM 140	Digital Communication (3 cr)	
HOSP 174	Customer Service and Conflict Resolution (3 cr)	
Total credit hours required for this major: 61		

Program Application Required: Yes

GE Courses can be found on pages 36 through 38 of the 2017-2018 catalog.