

BUSINESS MANAGEMENT: ADMINISTRATIVE ASSISTANT SPECIALIZATION

Award: Associate of Applied Science Degree

Major: Management

Specialization: Administrative Assistant and Business Specialist

Possible occupations for graduates: administrative or executive assistant, office manager, information services specialist, and other related office administrative positions.

The A.A.S. degree program in Management with a specialization in Administrative Assistant and Business Specialist is designed for students who seek career advancement in the growing field of 21st century office technologies and senior administrative support. Studies will include integrated computer software applications, project and scheduling management, semi-structured decision-making and problem-solving, team skills, records storage and retrieval, customer service, and electronic communications.

Required Courses Curriculum

| Course | Title | Credit Hours |
|--|---|--------------|
| First Semester | | |
| AST 102 | Keyboarding II | 3 |
| BUS 100 | Introduction To Business | 3 |
| BUS 200 | Principles of Management | 3 |
| Select one of the following: | | |
| ITE 119 | Information Literacy | 3 |
| ITE 120 | Principles of Information Systems | 3 |
| CSC 200 | Introduction to Computer Science | 3 |
| SDV (https://catalog.brcc.edu/programs-study/sdv/#sdv) | Student Development | 1 |
| Credit Hours | | 13 |
| Second Semester | | |
| BUS 118 | Concepts of Supervision | 3 |
| ENG 111 | College Composition I | 3 |
| ITD 130 | Database Fundamentals | 3 |
| MKT 100 | Principles of Marketing | 3 |
| AST 243 | Office Administration I | 3 |
| AST 238 | Word Processing Advanced Operations | 3 |
| Credit Hours | | 18 |
| Third Semester | | |
| ACC 211 | Principles of Accounting I | 3 |
| ENG 112 or ENG 115 | College Composition II or Technical Writing | 3 |
| FIN 107 | Personal Finance | 3 |
| ITE 140 | Spreadsheet Software | 3 |
| MTH 132 | Business Mathematics | 3 |
| Credit Hours | | 15 |
| Fourth Semester | | |
| ECO 201 or ECO 202 | Principles of Macroeconomics or Principles of Microeconomics | 3 |
| BUS 241 | Business Law I | 3 |
| BUS 270 | Interpersonal Dynamics in the Business Organization | 3 |
| ITD 110 | Web Page Design I | 3 |
| Literature/Humanities/Fine Arts Elective (https://catalog.brcc.edu/programs-study/general-education-aas/#literature) | | 3 |
| Credit Hours | | 15 |
| Total Credit Hours | | 61 |

Business electives include prefixes AST, BUS, and FIN. Other courses may be accepted with divisional approval

Certificates

Office Professional Technologies

Award: Career Studies Certificate

Additional Program Information: <https://www.brcc.edu/academics/programs/business-management/administrative-assistant-csc/>

Purpose: To attain or improve keyboarding and Microsoft Office Suite skills required for the modern office environment. Once completed, courses in this career studies certificate may be applied toward other programs offered by the College such as the A.A.S. degree in Management, Administrative Assistant Specialization.

Disclosures (<http://academic.brcc.edu/disclosure/administrative-assistant-csc/52.0499-Gedt.html>)

| Code | Title | Credit Hours |
|------------------------------|--|--------------|
| AST 101 | Keyboarding I | 2 |
| AST 102 | Keyboarding II | 3 |
| AST 238 | Word Processing Advanced Operations | 3 |
| AST 243 | Office Administration I | 3 |
| BUS 100 | Introduction To Business | 3 |
| ITD 130 or ITD 110 | Database Fundamentals Web Page Design I | 3 |
| Select one of the following: | | 3 |
| ITE 119 | Information Literacy | |
| ITE 120 | Principles of Information Systems | |
| CSC 200 | Introduction to Computer Science | |
| ITE 140 | Spreadsheet Software | 3 |
| Total Credit Hours | | 23 |