

## Degree: Associate of Applied Science

### Administrative Professional

### Certificates:

#### Clerical Assistant Office Professional

These program options are designed to prepare you for entry-level positions and/or advancement in business, governmental agencies, and other institutions that employ people in office occupations. If you aspire to advanced work placement, you should expect to have several years of work experience in addition to the degree.

BTE 111 and BTE 112 may be waived or challenged with a validated typing speed of 65 wpm for five minutes with five or fewer errors. Please see your BTE faculty advisor for choice of elective and general education courses, program planning, and transfer information. You must earn a minimum grade of C in all BTE, CIS, and ACC courses required for a certificate or degree.

## AAS Degree

### Administrative Professional

| Required Courses   | Credits   |
|--|-----------|
| ACC 101 Fundamentals of Accounting                                     | 3         |
| BTE 102 Keyboarding Applications I                                     | 2         |
| BTE 108 Ten-key by Touch   | 1         |
| BTE 111 Keyboarding Speedbuilding I                                    | 2         |
| BTE 112 Keyboarding Speedbuilding II                                   | 2         |
| BTE 125 Records Management   | 3         |
| BTE 166 Business Editing Skills  | 3         |
| BTE 202 Office Simulation I  | 3         |
| BTE 203 Office Simulation II   | 3         |
| BTE 225 Administrative Office Management                               | 3         |
| BTE 280 Internship   | 3         |
| CIS 118 Introduction to PC Applications:<br>MS Office                  | 3         |
| CIS 130 Introduction to the Internet                                   | 1         |
| CIS 135 Complete PC Word Processing: MS Word                           | 3         |
| CIS 140 Microsoft Outlook  | 1         |
| CIS 145 Complete PC Database: MS Access                                | 3         |
| CIS 155 PC Spreadsheet Concepts: MS Excel                              | 3         |
| CIS 165 Presentation Graphics: MS PowerPoint                           | 3         |
| <b>General Education Courses (See AAS Degree Requirements page 24)</b> | <b>16</b> |
| <b>Total Credits</b>   | <b>61</b> |

## Certificate

### Clerical Assistant

| Required Courses                                      | Credits   |
|---|-----------|
| BTE 100 Computer Keyboarding                          | 1         |
| BTE 102 Keyboarding Applications I                    | 2         |
| BTE 125 Records Management                            | 3         |
| BTE 166 Business Editing Skills                       | 3         |
| BTE 280 Internship                                    | 3         |
| CIS 118 Introduction to PC Applications:<br>MS Office | 3         |
| CIS 130 Introduction to the Internet                  | 1         |
| CIS 140 Microsoft Outlook                             | 1         |
| MAT 107 Career Math/Business                          | 3         |
| <b>Total Credits</b>                                  | <b>20</b> |

## Certificate

### Office Professional

| Required Courses                                      | Credits   |
|---|-----------|
| BTE 100 Computer Keyboarding                          | 1         |
| BTE 102 Keyboarding Applications I                    | 2         |
| BTE 111 Keyboarding Speedbuilding I                   | 2         |
| BTE 125 Records Management                            | 3         |
| BTE 166 Business Editing Skills                       | 3         |
| BTE 225 Administrative Office Management              | 3         |
| BTE 280 Internship                                    | 3         |
| CIS 118 Introduction to PC Applications:<br>MS Office | 3         |
| CIS 130 Introduction to the Internet                  | 1         |
| CIS 140 Microsoft Outlook                             | 1         |
| CIS 135 Complete PC Word Processing: MS Word          | 3         |
| CIS 155 PC Spreadsheet Concepts: MS Excel             | 3         |
| CIS 165 Presentation Graphics: MS PowerPoint          | 3         |
| MAT 107 Career Math/Business                          | 3         |
| <b>Total Credits</b>                                  | <b>34</b> |