



ADMINISTRATIVE ASSISTANT
Associate of Applied Science: 60 Credits
Technical Certificate: 27 Credits
Certificate of Proficiency: 9 Credits

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	GSTD0383 Pre-Algebra	3
	GSTD0433 Intermediate Algebra	3
	GSTD0101 College Algebra Lab	1

GRADE	ASSOCIATE OF APPLIED SCIENCE	HOURS
	SPD1003 Success Strategies	3
	ENGL1113 Composition I	3
	ENGL1123 Composition II	3
	SPCH1113 Principles of Speech	3
	ECON2003 Macroeconomics	3
	ECON/HIST/PSCI/PSYC/SOC/SPAN	3
	ACCT2113 Accounting Principles I	3
	MNG2623 Marketing	3
	MNG2813 Small Business Management	3
	BUS1313 Introduction to Business	3
	BUS1113 Business Math	3
	BUS1003 Microcomputer Applications	3
	BUS2013 Spreadsheets	3
	BUS2123 Databases	3
	BUS1503 Human Relations & Supervision	3
	BUS2023 Business Communications	3
	BUS2053 Desktop Publishing & Web Design	3
	BUS2103 Business Law	3
	BUS2603 Administrative Office Procedures	3
	BUS2163 Administrative Assistant Capstone	3
ASSOCIATE OF APPLIED SCIENCE		60

GRADE	TECHNICAL CERTIFICATE	HOURS
	SPD1003 Success Strategies	3
	ENGL1113 Composition I	3
	BUS1313 Introduction to Business	3
	BUS1003 Microcomputer Applications	3
	BUS2013 Spreadsheets	3
	BUS1113 Business Math	3
	BUS1503 Human Relations & Supervision	3
	BUS2053 Desktop Publishing & Web Design	3
	BUS2603 Administrative Office Procedures	3
TECHNICAL CERTIFICATE		27

GRADE	CERTIFICATE OF PROFICIENCY	HOURS
	SPD1003 Success Strategies	3
	BUS1003 Microcomputer Applications	3
	BUS2053 Desktop Publishing & Web Design	3
CERTIFICATE OF PROFICIENCY		9



PROGRAM INFORMATION: This program is designed for students to earn the Certificate of Proficiency after semester one, the Technical Certificate after semester two and the Associate of Applied Science after semester four. Some courses have minimum score and/or prerequisite requirements prior to enrollment.

CAREER OPTIONS: The Certificate of Proficiency and the Technical Certificate in Administrative Assistant are embedded into the Associate of Applied Science in Administrative Assistant Degree. The Certificate of Proficiency provides graduates with a basic knowledge of general office skills appropriate for the workplace. The Technical Certificate program prepares students for the workplace with general business and more in-depth Microsoft Office skills. The Associate of Applied Science in Administrative Assistant is designed for students who seek occupational, technical, and vocational skills primarily for employment or advancement.

TRANSFER OPTIONS: Associate of Applied Science degrees are NOT designed for transfer.

- Franklin University to complete a Bachelor of Science.
- Arkansas Tech University (ATU) to complete a Bachelor of Professional Studies.
- ASU Jonesboro to complete Bachelor of Applied Science in Organizational Supervision
- UA Fort Smith to complete Bachelor of Applied Science
- If planning to transfer to an institution other than the ones listed above, students may visit <https://acts.adhe.edu/studenttransfer.aspx> to inquire about transferability of courses to any Arkansas college or university.