

ADMINISTRATIVE ASSISTANT - DIPLOMA

Offered at: Big Sandy Community and Technical College, Bluegrass Community and Technical College, Elizabethtown Community and Technical College, Jefferson Community and Technical College, Maysville Community and Technical College

Program Plan Number: 5204024019

May be available completely online. Please check with your academic advisor.

Curriculum Effective Spring Semester

Course	Title	Credits
General Education		
ENG 101	Writing I	3
or OST 108	Editing Skills for Office Professionals	
Choose one of the following options:		3
MAT 105	Business Mathematics	
Or Higher Level Quantitative Reasoning Course		
Subtotal		6
Technical Courses		
ACT 101	Fundamentals of Accounting I	3
or ACC 201	Financial Accounting	
OST 105	Introduction to Information Systems	3
OST 110	Word Processing Applications	3
OST 160	Records and Database Management	3
OST 210	Advanced Word Processing Applications	3
OST 215	Office Procedures	3
OST 225	Introduction to Desktop Publishing	3
OST 235	Business Communications Technology	3
OST 240	Advanced Microsoft Applications	3
OST 295	Administrative Office Technology Internship	3
or COE 199	Cooperative Education: (Topic)	
Select two of the following eight options:		6
ACT 279	Computerized Accounting Systems	
BAS 120	Personal Finance	
BAS 160	Introduction to Business	
ENG 102	Writing II	
MIT 103	Medical Office Terminology	
OST 108	Editing Skills for Office Professionals	
OST 150	Transcription and Office Technology	
OST 275	Office Management	
Subtotal		36
Total Credits		42