

**ASSOCIATE IN ADMINISTRATIVE ASSISTANT
ACADEMIC REQUIREMENTS**

General Education Requirements	20 HRS
ENG 160 Composition I	(4)
ENG 162 Composition II	(4)
MAT 112 Intermediate Algebra	(4)
SPA 222 The Hispanic-American Experience Through Literature	(4)
HIS 104 Survey of U.S. History to 1865 OR HIS 105 Survey of U.S. History from 1865 to Present OR PSC 103 American Government and Politics	(4)
Major Requirements	24 HRS
ADM 101 Keyboarding & Doc. Formatting	(4)
ADM 105 Advanced Document Formatting	(4)
ADM 230 Office Procedures	(4)
ADM 250 Business Communications	(4)
CIS 115 Spreadsheets for Business	(4)
Concentration Requirements	
<u>III. Accounting Assistant</u>	12 HRS
ACC 101 Principles of Accounting	(4)
ACC 161 Financial Accounting	(4)
BUS 110 Introduction to Business	(4)
<u>III. Medical Office Technology</u>	12 HRS
HIT 101 Intro. to Medical Billing	(4)
HIT 109 Intro. to Medical Coding	(4)
BIO 115 Intro. to Medical Terminology	(4)
<u>III. Office Technology</u>	12 HRS
ADM 210 Desktop Publishing & PowerPoint	(4)
CIS 106 Database Applications	(4)
CIS 130 Microcomputer Hardware Systems	(4)
Recommended Electives	4 HRS
Any courses in ADM, ACC, BUS, CIS or ECO	
TOTAL CREDIT HOURS/COURSES	60 HRS

