

# Business Technology: Administrative Assistant Concentration

## Degree Type

Associate in Science


Students in the Business Technology: Administrative Assistant concentration acquire a wide range of computer, communication, and organizational skills that prepare them for support positions in a modern office setting. Students in this concentration learn to keyboard, write and format business documents; use a variety of information processing tools; administer and organize an automated office; and apply correct office procedures in various situations.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an [advisor](#) with questions.



Learn more about the program and apply at [Associate in Science: Business Technology - Administrative Assistant](#)

## Requirements

### First Semester

Item #	Title	Credits
ENL101	English Composition I	3
COM103	Human Communication	3
BST110	Computer Applications	3
		
BUS100	Introduction to Business	3
BST101	Typing I	3

### Second Semester

Item #	Title	Credits
ACC100	Survey of Accounting	3
BUS102	Business Communication	3
		Mathematics/Quantitative Reasoning (or) Natural or Physical Science
BST250	Database Applications	3
BST220	Advanced Word Processing Application	3
		

### Third Semester

Item #	Title	Credits
BUS120	Business Law I	3
BUS214	Management	3
		Mathematics/Quantitative Reasoning (or) Natural or Physical Science
PSY101	General Psychology	3
	Business Elective	3

## Fourth Semester

Item #	Title	Credits
BST202	Standard Office Procedures	3
BST225	Microsoft® Excel for Business Applications	3
	BST261 or Business Elective	3
	Behavioral & Social Sciences	3
	General Education Elective	3
	<b>Total Credits</b>	<b>60-62</b>

## Transfer Information

[MassTransfer & more](#)

## Career Outlook

Students completing the General Administrative Assistant track are trained to provide administrative or executive support in small to large office settings including but not limited to banks, insurance, technology, and real estate.

This [occupational profile](#) is provided by O\*NET.

See also: [What can I do with this major?](#)

## Program Outcomes

Upon successful completion of the Information Technology Program – Administrative Assistant Concentration – General Track, students are able to:

- Read, write, discuss and think critically about topics and ideas in information and/or office technology.
- Analyze ethical issues and apply ethical standards in the performance of responsibilities in a variety of information and office technology careers.
- Synthesize information from communications, information technology, office technology, and business to provide customer service and solve business problems.
- Assume positions in a variety of information and office technology careers.
- Work well with teams in an information or office technology setting.
- Transfer to baccalaureate programs.