Lake Land College

Administrative Assistant – Executive

(AAS.AAEXE) Associate in Applied Science Degree

Business, Management & Administration

You might also like:

Workforce Ready
- Accounting – page 16
- Administrative Assistant–Executive – page 18
- Administrative Assistant–Legal – page 19
- Administrative Assistant–Medical – page 20
- Entrepreneurship–Small Business Ownership – page 68
- E-Commerce Marketing – page 61
- Marketing – page 95
- Management – page 93
- Professional Sales – page 117
- Office Assistant/Receptionist – page 104
- Office Management – page 105
- Office Technology Skills–General – page 106
- Office Technology Skills–Medical – page 107
- Office Technology Skills–MOS – page 108

Transfer Ready
- Business Administration – page 139

Prepares graduates for a high-degree of administrative support responsibilities. Graduates will be ready to perform in a variety of positions due to diverse training in software packages, notetaking, legal terminology, desktop publishing, and transcription. Students gain hands-on experience through a five-hour internship.

Program requirements may change over time. Specific degree/graduation requirements are determined by the students' degree audit.

FIRST YEAR

First Semester			Hours
☐	BUS 114	Advanced Formatting *	3
☐	BUS 123	Notetaking †	4
☐	BUS 142	Introduction to Business	3
☐	CIS 160	Practical Software Applications *	3
☐	ENG 095	Business English	3
☐	SFS 101	Strategies for Success *or*	
	HED ---	Health Elective *or*	
	PED ---	P.E. Elective	2
		SEMESTER TOTALS	**18**

Second Semester			
☐	BUS 115	Processing Information * ††	3
☐	BUS 094	Business Mathematics	3
☐	CIS 099	Web Page Design *	3
☐	BUS 095	Fundamentals of Accounting *or*	
	BUS 151	Financial Accounting *	3
☐	CIS 101	Internet Systems & Applications *or*	
	CIS 071	Introduction to Networking	2
☐	CIS 093	Access *	2
☐		Social Science Elective ^	3
		SEMESTER TOTALS	**19**

SECOND YEAR

First Semester			Hours
☐	CIS 056	Advanced Software Applications *	3
☐	CIS 058	Specialized Software Applications	3
☐	BUS 141	Business Communications *	3
☐	SPE 111	Introduction to Speech Communication	3
☐	CIS 094	Excel	2
☐	BUS 065	Legal Terminology (MOD) *or*	
	BUS 062	Legal Transcription (MOD) * *or*	
	BUS 063	Medical Transcription (MOD 1) *	1
☐	BUS 061	Office Transcription (MOD) *	1
		SEMESTER TOTALS	**16**

Second Semester			
☐	PSY 271	Introduction to Psychology	3
☐	BUS 060	Automated Office Procedures (MOD) * †††	3
☐	BUS 079	Professional Development (MOD) †††	3
☐	BUS 081	Office Technology Internship *	5
☐	BUS 080	Office Technology Seminar *	1
		SEMESTER TOTALS	**15**
		TOTAL PROGRAM HOURS	**68**

* There are prerequisites, course requisites or minimum placement test scores for this course
† Course only offered fall semester
†† Course only offered spring and summer semester
††† Course only offered spring semester
^ SOS 050 Human Relations and PSY 271 Introduction to Psychology cannot be used as a social science elective

NOTES:_____

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