

Administrative Assistant

www.laguardia.edu/majors

The Administrative Assistant Program, which is coordinated by the Business and Technology Department, leads to an Associate in Applied Science (AAS) degree. This program prepares students for positions that require technical office skills and that may involve supervising office operations, interacting with customers or clients, and managing a billing system or budget. Graduates of this program will be capable of assisting their employers with business operations and engaging in independent decision-making based on relevant knowledge and experience.

This program includes coursework using current computer technologies. Graduates may qualify for certification examinations given by major software publishers to document their proficiency.

A graduate of this program may seek employment in a wide array of organizational settings. These range from a variety of small businesses to major corporations, and include health care providers, the financial sector and other service industries. It is the goal of the program to give the student well-rounded career preparation through comprehensive classroom and computer-laboratory instruction, supplemented with two internships.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. Scores on the college placement test determine the particular courses students must successfully complete. For more information on basic skills requirements, see page 175.

Descriptions of courses in this major can be found on page 94.

Administrative Assistant Curriculum: AAS Degree

Counseling	
New Student Seminar	0
English: 6 credits	
Composition I ENC/G101	3
Writing Through Literature ENG102	3
Humanities: 3 credits	
Oral Communication HUC101	3
Math, Engineering and Computer Science/ Natural Sciences/Health Sciences: 3 credits	
Liberal Arts Elective	3
<i>(For Natural Sciences/Health Sciences, select only course designations beginning with SCB, SCC, SCH, or SCP.)</i>	
Social Science: 3 credits	
Introduction to Sociology SSS100	3
Business and Technology: 33 credits	
Essential Computer Skills BTO116	2
Word Processing I BTO155	3
Word Processing II BTO156	3
Business Communications BTO260	3
Principles of Accounting I BTA111	4
Accounting Applications for the Microcomputer BTA130	3
Introduction to Business BTM101	3
Business Law I BTM110	3
Introduction to Computers and Their Applications BTC100	3
Electives (any Business and Technology Department courses)	6
Cooperative Education: 6 credits	
Fundamentals of Professional Advancement CEP121	3
Full-Time Internship CEP201	3
<i>(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)</i>	
Liberal Arts Elective Credits: 6 credits	
Any course in Communication Skills; Education and Language Acquisition; English; Human Services; Humanities; Library; Mathematics, Engineering, and Computer Science; Natural Sciences; or Social Science EXCEPT when noted as unrestricted elective in DegreeWorks or College Catalog. See page 176 for these courses.	6

One elective must be an urban study course. See page 178 for these courses.

TOTAL CREDITS: 60

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.