

ADMINISTRATIVE OFFICE TECHNOLOGY, ADMINISTRATIVE ASSISTANT/SECRETARY - ASSOCIATE IN SCIENCE



ADAD

This program is available full time or part time, days or evenings.

The Administrative Assistant/Secretary concentration prepares students for careers such as executive assistant, office manager and senior word processor. Students who successfully complete the program have a background in Microsoft Office applications, administrative office management and advanced transcription. Career opportunities for the graduates of this program are expected to remain constant.

The program trains students to perform a variety of tasks encountered by the administrative assistant involving decision-making, accepting responsibility and managing an office. In their last semester, students are given the opportunity to work in the office of a local business.

Note: Many courses require prerequisites, corequisites and/or testing. See course descriptions for details (<https://catalog.ccri.edu/course-descriptions/>).

Requirements

Code	Title	Hours
General Education Requirements		
ENGL 1010	Composition I	3
ENGL 1400	Business Writing for Office Professionals	3
MATH 1005	Business Mathematics	3
MATH 1015	Mathematics of Finance	3
PSYC 1030	Psychology of Personal Adjustment	3
	Social Science Elective (https://catalog.ccri.edu/academic-information/general-education/courses-approved-general-education-credits/#ssci/)	3
COMM 1100	Public Speaking	3
Subtotal		21
Major Requirements		
OFTD 1105	Essential Note Taking Skills	1
OFTD 1120	Microcomputer Keyboarding	3
OFTD 1130	Editing Skills for Office Communications I	2
OFTD 1140	Office Technology & Procedures I	3
OFTD 1170	Office Transcription I	2
OFTD 1180	Speech Recognition Software Applications I	1
OFTD 1190	Speech Recognition Software Applications II	1
OFTD 1220	Microsoft Office Applications I	4
OFTD 1250	Office Accounting	2
OFTD 1280	Editing Skills for Office Communications II	3
OFTD 1370	Business File Management	2

ADAS 2510	Microsoft Office Applications II	3
ADAS 2520	Office Transcription II	2
ADAS 2530	Office Technology & Procedures II	3
ADAS 2570	Administrative Office Management	3
ADAS 2610	Microsoft Office Applications III	3
ADAS 2580	Office Administration Cooperative Education I	3
Subtotal		41
Total Hours		62

Recommended Course Sequence

Course	Title	Hours
Year 1		
Semester 1		
OFTD 1105	Essential Note Taking Skills	1
OFTD 1120	Microcomputer Keyboarding (Challenge Exam can be taken)	3
OFTD 1130	Editing Skills for Office Communications I	2
OFTD 1250	Office Accounting	2
OFTD 1370	Business File Management	2
ENGL 1400	Business Writing for Office Professionals	3
Hours		13
Semester 2		
MATH 1005	Business Mathematics	3
OFTD 1140	Office Technology & Procedures I	3
OFTD 1170	Office Transcription I	2
OFTD 1180	Speech Recognition Software Applications I	1
OFTD 1220	Microsoft Office Applications I	4
OFTD 1280	Editing Skills for Office Communications II	3
Hours		16
Year 2		
Semester 1		
ADAS 2510	Microsoft Office Applications II	3
ADAS 2520	Office Transcription II	2
ADAS 2530	Office Technology & Procedures II	3
MATH 1015	Mathematics of Finance	3
OFTD 1190	Speech Recognition Software Applications II	1
COMM 1100	Public Speaking	3
PSYC 1030	Psychology of Personal Adjustment	3
Hours		18
Semester 2		
ADAS 2570	Administrative Office Management	3
ADAS 2610	Microsoft Office Applications III	3
ADAS 2580	Office Administration Cooperative Education I	3
ENGL 1010	Composition I	3
	Social Science Elective (https://catalog.ccri.edu/academic-information/general-education/courses-approved-general-education-credits/#ssci/)	3
Hours		15
Total Hours		62

Transfer

If you are interested in earning a bachelor's degree, please meet with an Academic Advisor (https://www.ccri.edu/advising/transfer_information/)

who can help you select the courses that best prepare you for transfer to a four-year college or university. For more information, you can also visit [ritransfers.org](http://www.ritransfers.org) ([http://www.ritransfers.org/](http://www.ritransfers.org)) with resources on course and program transfer to Rhode Island College and the University of Rhode Island, or visit CCRI's Transfer Articulation (<https://www.ccri.edu/oes/records/transfers/traagree.html>) page for information on articulation agreements with colleges and universities throughout New England.