

Fort Scott Community College

Program of Study

Administrative Specialist

Associates of Applied Science

The Administrative Specialist AAS is for students seeking to earn an associates degree after completing the Administrative Specialist Certificate.

SEC 2313	Business Communications	3
SEC 1213	Employee Human Relations.....	3
SEC 1023	Keyboarding II	3
SEC 2283	Word Processing I	3
SEC 2293	Word Processing II	3
COM 1033	Microcomputer Applications I	3
BUS 1013	Principles of Accounting	3
BUS 1273	Intro to Business.....	3
SEC 2833	Graphic Software.....	3
BUS 1233	Field Study I.....	3
BUS 1243	Field Study II.....	3
COM 1911	Personal Computing: Excel Adv	1
COM 1053	Intro to Computer Science.....	3
BUS 1293	Intro to Marketing.....	3
Total Degree Hours		60

Suggested Curriculum:

FIRST SEMESTER		
ENG 1013	English 101	3
SPE 1093	Public Speaking	3
SEC 1023	Keyboarding II.....	3
MAT 2763	Business Math.....	3
BUS 1243	Intro to Business	3
Total Hours.....		15

SECOND SEMESTER		
ENG 1023	English 102	3
	Physical /Biological Science	5
COM 1033	Microcomputer App I.....	3
BUS 1013	Principles of Accounting.....	3
SEC 2283	Word Processing I.....	3
Total Hours.....		17

THIRD SEMESTER		
SEC 2293	Word Processing II	3
	Humanities Elective.....	3
SEC 1213	Employee Human Relations	3
SEC 2313	Business Communication.....	3
BUS 1233	Field Study I	3
Total Hours		15

FOURTH SEMESTER		
COM 1911	Pers. Comp. Excel Adv.....	1
BUS 1243	Field Study II	3
SEC 2833	Graphic Software	3
COM 1053	Intro to Computer Science	3
BUS 1293	Intro to Marketing	3
Total Hours		13