

<b>ADMINISTRATIVE ASSISTANT SPECIALIZATION (AAS)</b>					
	<b>Intellectual Competencies*</b>	<b>Semester 1</b>	<b>Semester 2</b>	<b>Semester 3</b>	<b>Semester 4</b>
1	<b>READING</b> the ability to analyze and interpret a variety of printed materials - books, documents, and articles	<b>MATH 1332</b>		<b>GOVT 2306,</b> <i>Humanities Elective</i>	<b>ENGL 1301</b> <b>ENGL 2311</b>
2	<b>WRITING</b> the ability to produce clear, correct and coherent prose adapted to purpose, occasion and audience			<b>GOVT 2306,</b> <b>Humanities Elective</b>	<b>ENGL 1301</b> <b>ENGL 2311</b>
3	<b>SPEAKING</b> ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience			<b>SPCH 1318,</b> <i>Humanities Elective</i>	<b>ENGL 1301</b> <b>ENGL 2311</b>
4	<b>LISTENING</b> analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing, reading			<b>SPCH 1318,</b> <i>Humanities Elective</i>	<b>ENGL 1301</b> <b>ENGL 2311</b>
5	<b>CRITICAL THINKING</b> Ability to apply both qualitative and quantitative skills analytically and creatively to subject matter to evaluate arguments and construct alternative strategies.	<b>MATH 1332</b>		<b>GOVT 2306,</b> <b>SPCH 1318,</b> <i>Humanities Elective</i>	<b>ENGL 1301</b> <b>ENGL 2311</b>
6	<b>COMPUTER LITERACY</b> understand our technological society, use computer based technology in communication, solving problems, acquiring information			<b>SPCH 1318,</b> <i>Humanities Elective</i>	<b>ENGL 1301</b> <b>ENGL 2311</b>
	<b>Non-Core courses</b>	POFI 1204	ACNT 1403	ITSW 1310	ITSE 1401
	<b>Non-Core courses</b>	POFT 1231	POFI 1449	POFI 1371	POFT 1449
	<b>Non-Core courses</b>	POFT 1301	POFT 1321	POFT 2312	POFT 2386
	<b>Non-Core courses</b>	POFT 1309	POFT 2331		POFT 2203
	<b>Non-Core courses</b>	POFI 2301	POFI 2340		
	*All competencies are expected to be performed above the 12th grade level				
	<b>Bold = competency addressed by this course</b>				
	<i>Italics (orange) = &lt;25% likelihood of being addressed by this course</i>		<i>Italics (blue) = 51 - 75% likelihood of being addressed by this course</i>		
	<i>Italics (red) = 25 - 50% likelihood of being addressed by this course</i>		<i>Italics (green) = &gt;75% likelihood of being addressed by this course</i>		