

Arapahoe Community College

Business Technologies

Degree & Certificates

[Administrative Assistant Degree](#) and Certificates in [Administrative Support Specialist](#),
[Bookkeeping & Office](#), [Legal Secretary](#)

2003-2004 Catalog

Administrative Assistant Associate of Applied Science Degree		
Major Courses - (43 Credit Hours)		
<input type="checkbox"/> ACC 101 Fundamentals of Accounting or	3	<input type="checkbox"/> BTE 287 Coop. Education/Internship
<input type="checkbox"/> BTE 103 Keyboarding Applications II	3	<input type="checkbox"/> BUS 217 Business Comm. & Rprt Wrtnng
<input type="checkbox"/> BTE 120 Electronic Office Procedures	3	<input type="checkbox"/> CIS 118 Intro to PC Applications
<input type="checkbox"/> BTE 125 Records Management	3	<input type="checkbox"/> CIS 131 Word Processing I
<input type="checkbox"/> BTE 156 Business Math with Calculators	4	<input type="checkbox"/> CIS 132 Word Processing II
<input type="checkbox"/> BTE 166 Business Editing Skills	3	<input type="checkbox"/> CIS 133 Word Processing III
<input type="checkbox"/> BTE 202 Office Simulation	3	<input type="checkbox"/> CIS 155 PC Spreadsheet Concepts: Excel
<input type="checkbox"/> BTE 225 Administrative Office Mngmnt	3	<input type="checkbox"/> CIS 167 Desktop Publishing
		<input type="checkbox"/> CIS 140 Microsoft Outlook
		1
General Education Requirements - (15 Credit Hours)		
<input type="checkbox"/> BUS 115 Introduction to Business	3	<input type="checkbox"/> MAR 106 Marketing Your Image
<input type="checkbox"/> ENG 121 English Composition	3	
		3
Plus, choose 6 credit hours from the following:		
<input type="checkbox"/> BUS 116 Personal Finance	3	<input type="checkbox"/> POS 125 American State & Local Govt.
<input type="checkbox"/> BUS 226 Principles of Management	3	<input type="checkbox"/> SPE 115 Public Speaking
		3
Physical Education – PED 101 or PED activity course		
Restricted Electives (6 credit hours)		
choose 6 credit hours from the following:		
BTE 100 Computer Keyboarding	1	CIS 130 Intro to the Internet
BTE 102 Keyboarding Applications I	2	CIS 145 Complete Database
BTE 108 Ten Key by Touch	1	CIS 161 Presentation Graphics
BTE 111 Keyboarding Speed Building I	2	MAN 128 Human Relations
BTE 209 Basics of Machine Transcription	1	MAR 60 Customer Service
CIS 128 Windows Complete	3	
		3
Total Credit Hours 65		

Administration Support Specialist Certificate		
Major Courses - (17 Credit Hours)		
<input type="checkbox"/> BTE 102 Keyboarding Applications I	2	<input type="checkbox"/> CIS 131 Word Processing I
<input type="checkbox"/> BTE 103 Keyboarding Applications II	3	<input type="checkbox"/> CIS 132 Word Processing II
<input type="checkbox"/> BTE 120 Electronic Office Procedures	3	<input type="checkbox"/> CIS 133 Word Processing III
<input type="checkbox"/> BTE 125 Records Management	3	<input type="checkbox"/> CIS 140 Microsoft Outlook
<input type="checkbox"/> BTE 166 Business Editing Skills	3	
		1
Restricted Electives - (13 Credit Hours)		
<input type="checkbox"/> ACC 101 Fundamentals of Accounting	3	<input type="checkbox"/> BTE 215 Administrative Office Mgt.
		3

For information purposes only. Please refer to the College catalog or the program advisor for the most up-to date information regarding this academic program.

<input type="checkbox"/> BTE 100 Keyboarding I	1	<input type="checkbox"/> BUS 217 Business Comm. & Rprt Wrtnng	3
<input type="checkbox"/> BTE 108 Ten Key by Touch	1	<input type="checkbox"/> CIS 118 Intro to PC Applications	3
BTE 111 Keyboarding Speed Building I	2	<input type="checkbox"/> CIS 155 PC Spreadsheet Concepts: Excel	3
<input type="checkbox"/> BTE 156 Business Math with Calculators	4	<input type="checkbox"/> CIS 168 Presentation Graphics	1
<input type="checkbox"/> BTE 202 Office Simulation	3	<input type="checkbox"/> CIS 167 Desktop Publishing	3
<input type="checkbox"/> BTE 209 Basics of Machine Transcription	1	<input type="checkbox"/> MAR 106 Marketing Your Image	3
<input type="checkbox"/> BTE 225 Administrative Office Mngmnt	3		
Total Credit Hours 30			

Bookkeeping & Office

Major Courses - (34 Credit Hours)

<input type="checkbox"/> ACC101 Fundamentals of Accounting	3	<input type="checkbox"/> BUS 217 Business Comm. & Rprt Wrtnng	3
<input type="checkbox"/> ACC235 Computerized Accounting for Small Businesses OR	3	<input type="checkbox"/> CIS 118 Intro to PC Applications	3
<input type="checkbox"/> ACC245 Computerized Accounting with a Professional Package	3		
<input type="checkbox"/> BTE 102 Keyboarding I	2	<input type="checkbox"/> CIS 131 Word Processing I	1
<input type="checkbox"/> BTE 120 Electronic Office Procedures	3	<input type="checkbox"/> CIS 132 Word Processing II	1
<input type="checkbox"/> BTE 125 Records Management	3	<input type="checkbox"/> CIS 133 Word Processing III	1
<input type="checkbox"/> BTE 156 Business Math with Calculators	4	<input type="checkbox"/> CIS 140 Microsoft Outlook	1
<input type="checkbox"/> BTE 166 Business Editing Skills	3	<input type="checkbox"/> CIS 155 PC Spreadsheet Concepts: Excel	3
Total Credit Hours 34			

Legal Secretary

Major Courses - (35 Credit Hours)

<input type="checkbox"/> BTE 102 Keyboarding Applications I	2	<input type="checkbox"/> CIS 118 Intro to PC Applications	3
<input type="checkbox"/> BTE 103 Keyboarding Applications II	3	<input type="checkbox"/> CIS 131 Word Processing I	1
<input type="checkbox"/> BTE 120 Electronic Office Procedures	3	<input type="checkbox"/> CIS 132 Word Processing II	1
<input type="checkbox"/> BTE 125 Records Management	3	<input type="checkbox"/> CIS 133 Word Processing III	1
<input type="checkbox"/> BTE 166 Business Editing Skills	3	<input type="checkbox"/> CIS 140 Microsoft Outlook	1
<input type="checkbox"/> BTE 238 Legal Office Procedures	3	<input type="checkbox"/> PAR 110 Legal Analysis	3
<input type="checkbox"/> BUS 217 Business Comm. & Rprt Wrtnng	3	<input type="checkbox"/> PAR 115 Intro to Law	3
		<input type="checkbox"/> PAR 117 Family Law	3
Total Credit Hours 35			