

Arapahoe Community College

Business Technologies

Degree & Certificates

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

2004-2005 Catalog

Administrative Assistant Associate of Applied Science Degree	
Major Courses - (43 Credit Hours)	
<input type="checkbox"/> ACC 101 Fundamentals of Accounting 3	<input type="checkbox"/> BTE 287 Coop. Education/Internship 3
<input type="checkbox"/> BTE 103 Keyboarding Applications II 3	<input type="checkbox"/> BUS 217 Business Comm. & Rprt Wrtnng 3
<input type="checkbox"/> BTE 120 Electronic Office Procedures 3	<input type="checkbox"/> CIS 118 Intro to PC Applications 3
<input type="checkbox"/> BTE 125 Records Management 3	<input type="checkbox"/> CIS 131 Word Processing I 1
<input type="checkbox"/> BTE 156 Business Math with Calculators 4	<input type="checkbox"/> CIS 132 Word Processing II 1
<input type="checkbox"/> BTE 166 Business Editing Skills 3	<input type="checkbox"/> CIS 133 Word Processing III 1
<input type="checkbox"/> BTE 202 Office Simulation 3	<input type="checkbox"/> CIS 155 PC Spreadsheet Concepts: Excel 3
<input type="checkbox"/> BTE 225 Administrative Office Mngmnt 3	<input type="checkbox"/> CIS 167 Desktop Publishing 3
	<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"/> ENG121 English Composition 3
<input type="checkbox"/> BUS 125 Career Strategies 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. 3
<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	
Choose EITHER Option A or Option B Below - (6 Credit Hours)	
Option A: choose 6 credit hours from the following:	
BTE 100 Computer Keyboarding - 1	CIS 130 Intro to the Internet - 1
BTE 102 Keyboarding Applications I - 2	CIS 145 Complete Database - 3
BTE 108 Ten Key by Touch- 1	CIS 161 Presentation Graphics - 1
BTE 111 Keyboarding Speed Building I- 2	MAN 128 Human Relations - 3
BTE 209 Basics of Machine Transcription - 1	MAR 60 Customer Service - 3
CIS 128 Windows Complete - 3	
Option B: choose 6 credit hours from the following:	
BTE 100 Computer Keyboarding - 1	CIS 148 Microsoft Access Application - 5
BTE 102 Keyboarding Applications I - 2	CIS 150 Microsoft Excel Level - 1
BTE 108 Ten Key by Touch - 1	CIS 154 Microsoft Excel Level 2 - 5
BTE 111 Keyboarding Speed Building I- 2	CIS 157 Microsoft Excel Level 3 - 5
BTE 209 Basics of Machine Transcription- 1	CIS 158 Microsoft Excel VBA Programming - 1
	CIS 168 Presentation Graphics - 1

CIS 112 Microsoft Word Level 1 - 5 CIS 113 Microsoft Word Level 2- 5 CIS 120 Microsoft Word Level 3 - 5 CIS 121 Microsoft Word Level 4 - 5 CIS 123 Microsoft Word Level - 5 CIS 125 Microsoft PowerPoint Level 1- 5 CIS 125 Microsoft PowerPoint Level 2- 5 CIS 125 Microsoft PowerPoint Level 3- 5	MAN 128 Human Relations - 3, MAR 160 Customer Service - 3 WFD 251 Microsoft Publisher - 5 WFD 252 Photoshop Level 1 - 1 WFD 253 Photoshop Level 2 - 1
CIS 128 Windows Complete - 3, CIS 130 Intro to the Internet - 1, CIS 134 Microsoft Access Level 1- 5 CIS 137 Microsoft Access Level 2- 5 CIS 144 Microsoft Access Level 3- 5 CIS 145 Complete Database - 5 CIS 147 Microsoft Access Level 4 - 5	WFD 254 Illustrator - Level 1 - 5 WFD 255 Illustrator - Level 2 - 5 WFD 256 Illustrator - Level 1 - 5 WFD 257 QuarkXpress level 1 - 5 WFD 258 QuarkXpress level 2 - 5 WFD 259 PageMaker Level 1 - 5 WFD 260 PageMaker Level - 5
Credit Hour Total 65	

Administrative Support Specialist

Major Courses - (17 Credit Hours)

<input type="checkbox"/> BTE 102	Keyboarding Applications I	2	<input type="checkbox"/> CIS 131	Word Processing I	1
<input type="checkbox"/> BTE 103	Keyboarding Applications II	3	<input type="checkbox"/> CIS 132	Word Processing II	1
<input type="checkbox"/> BTE 120	Electronic Office Procedures	3	<input type="checkbox"/> CIS 133	Word Processing III	1
<input type="checkbox"/> BTE 125	Records Management	3	<input type="checkbox"/> CIS 140	Microsoft Outlook	1

Restricted Electives - (13 Credit Hours)

<input type="checkbox"/> ACC101	Fundamentals of Accounting or	3	<input type="checkbox"/> BTE 225	Administrative Office Mngmnt	3
<input type="checkbox"/> BTE 100	Computer Keyboarding	1	<input type="checkbox"/> BUS 125	Career Strategies	3
<input type="checkbox"/> BTE 108	Ten key by Touch	1	<input type="checkbox"/> BUS 217	Business Comm. & Rprt Wrtnng	3
<input type="checkbox"/> BTE 111	Keyboarding Speed Building I	2	<input type="checkbox"/> CIS 118	Intro to PC Applications	3
<input type="checkbox"/> BTE 156	Business Math with Calculators	4	<input type="checkbox"/> CIS 155	PC Spreadsheet Concepts: Excel	3
<input type="checkbox"/> BTE 202	Office Simulation	3	<input type="checkbox"/> CIS 168	Presentation Graphics	3
<input type="checkbox"/> BTE 209	Basics of Machine Transcription	1	<input type="checkbox"/> CIS 167	Desktop Publishing	3

Credit Hour Total 30

Bookkeeping & Office

Major Courses - (34 Credit Hours)

<input type="checkbox"/> ACC101	Fundamentals of Accounting		<input type="checkbox"/> BTE 156	Business Math with Calculators	4
			<input type="checkbox"/> BTE 166	Business Editing Skills	3
<input type="checkbox"/> ACC115	:Payroll Accounting	4	<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 Applications I	2	<input type="checkbox"/> CIS 131	Word Processing I	1
<input type="checkbox"/> BTE 108	Ten Key by Touch	1	<input type="checkbox"/> CIS 132	Word Processing II	1
<input type="checkbox"/> BTE 120	Electronic Office Procedures	3	<input type="checkbox"/> CIS 133	Word Processing III	1
<input type="checkbox"/> BTE 125	Records Management	3	<input type="checkbox"/> CIS 140	Microsoft Outlook	1
			<input type="checkbox"/> CIS 155	PC Spreadsheet Concepts: Excel	3

Credit Hour Total 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 115	Intro to Law	3
<input type="checkbox"/> BUS 217	Business Comm. & Rprt Wrtnng	3	<input type="checkbox"/> PAR 117	Family Law	3

Credit Hour Total 35