Administrative Assistant  
Associate in Applied Arts Degree  
90 Credits

This degree program provides students an opportunity to develop essential business skills in their area of interest, as well as to offer a comprehensive general education. Placement in courses depends on the student’s prior education and experience. Earning an Administrative Assistant degree will prepare the student for employment as an office worker in an entry level position. Students in this program must complete each class with a grade of 2.0 or higher. This program meets related instruction requirements for the Associate in Applied Arts degree. Students may enter this program at the beginning of any quarter.

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<table>
<thead>
<tr>
<th>Dept./No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifetime Fitness/Wellness/ Activity</td>
<td>Any course listed under the AA degree</td>
<td>1+</td>
</tr>
<tr>
<td>Btac 100</td>
<td>Fundamentals of Computers</td>
<td>5</td>
</tr>
<tr>
<td>Btac 101</td>
<td>Beginning Keyboarding</td>
<td>5</td>
</tr>
<tr>
<td>Btac 102</td>
<td>Intermediate Keyboarding</td>
<td>5</td>
</tr>
<tr>
<td>Btac 103</td>
<td>Advanced Keyboarding</td>
<td>5</td>
</tr>
<tr>
<td>Btac 110</td>
<td>Business Math Applications</td>
<td>5</td>
</tr>
<tr>
<td>Btac 112 or Btac 255</td>
<td>Beginning Word or Advanced Word</td>
<td>5</td>
</tr>
<tr>
<td>Btac 130</td>
<td>Business Correspondence</td>
<td>5</td>
</tr>
<tr>
<td>Btac 132</td>
<td>Business Communication Applications</td>
<td>5</td>
</tr>
<tr>
<td>Btac 140</td>
<td>Records Management</td>
<td>5</td>
</tr>
<tr>
<td>Btac 150</td>
<td>Introduction to Windows</td>
<td>5</td>
</tr>
<tr>
<td>Btac 162 or Btac 163</td>
<td>Introduction to Excel or Advanced Excel</td>
<td>5</td>
</tr>
<tr>
<td>Btac 185 or Btac 255</td>
<td>Introduction to Access or Advanced Word</td>
<td>5</td>
</tr>
<tr>
<td>Btac 177</td>
<td>BTAC Work Experience 1</td>
<td>3</td>
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<tr>
<td>Btac 214</td>
<td>Introduction to Information Security</td>
<td>5</td>
</tr>
<tr>
<td>Btac 250</td>
<td>Office Relations and Procedures</td>
<td>5</td>
</tr>
<tr>
<td>Btac 266</td>
<td>Inside Microsoft Office</td>
<td>5</td>
</tr>
<tr>
<td>Cmst 100 or Cmst &amp; 210 or Cmst &amp; 220 or Cmst &amp; 230</td>
<td>Fundamentals of Oral Communication or Interpersonal Communication or Public Speaking or Small Group Communication</td>
<td>5</td>
</tr>
<tr>
<td>Coop 171</td>
<td>Work Experience Seminar</td>
<td>1</td>
</tr>
<tr>
<td>Reading</td>
<td>Eligible for Read 104 (as determined by the appropriate COMPASS test score) or completion of Read 094</td>
<td>0.5</td>
</tr>
</tbody>
</table>

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Green River College does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, age, marital status, religion, disability, genetic information or on any other unlawful basis. The college is committed to preventing and stopping discrimination, including harassment of any kind and any associated retaliatory behavior.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President of Human Resources, 12401 SE 320th Street, Auburn, WA 98092-3622, (253) 288-3320. To receive this information in an alternate format, please contact Disability Support Services at (253) 833-9111, ext. 2631; TTY (253) 288-3359.

The above program of study was current at the time of printing. The program may have been updated or changed to remain industry current. For program updates, please go to our web site at greenriver.edu or contact the faculty adviser listed.
Suggested Electives: Select from the following to total 90 credits.

Acct 110 or Practical Financial Accounting 1 or
Acct& 201 or Principles of Accounting 1 or
Btac 090 or Office Accounting 5
Acct 112 or QuickBooks for Accounting 5
* Btac 107 and/or Typing Speed and Accuracy 1 and/or
Btac 108 Typing Speed and Accuracy 2 4-8
* Btac 111 Introduction to Computer Literacy 5
* Btac 115 Professional Image Building 1
Btac 147 or Beginning Keyboarding-Alphabet Keys or
Btac 148 or Keyboarding-Mastering 10-Key and Symbols or
Btac 149 Keyboarding-Speed and Accuracy-Skill Building 1
Btac 151 or Word: Create, Edit and Format Documents or
Btac 152 or Word: Tables and Sharing Documents or
Btac 153 or Word: Mail Merge and Other Productivity Tools or
Btac 154 or Word: Create a Newsletter or
Btac 155 Word: Creating Forms, Macros and Document Security 1
Btac 163 Advanced Excel 5
Btac 164 or Access: Create and Modify a Database or
Btac 165 or Access: Use Queries to Produce Information or
Btac 166 or Access: Create and Modify Forms or
Btac 167 or Access: Create and Modify Reports 1
Btac 175 Instructor Assistant 1-5
Btac 178-179 Btac Work Experience 2-3 2-10
Btac 184 Internet and Basic Web Design 5
Btac 185 Introduction to Microsoft Access 5
Btac 187 or PowerPoint: Preparing a Presentation or
Btac 188 or PowerPoint: Designs with Graphics and Multimedia or
Btac 189 or PowerPoint: Customize and Incorporate Web Features 1
Btac 191 or Excel: Introduction to Formulas and Functions or
Btac 192 or Excel: Charts and Working with Large Worksheets or
Btac 193 or Excel as a Database or
Btac 194 or Excel: Data Consolidation and What-If Analysis or
Btac 195 Excel: Collaboration, the Web and Macros 1
Btac 216 Computer Support Internship 1 5
Btac 255 Advanced Word 5
Bus& 101 or Introduction to Business or
Bus 164 Entrepreneurship and Small Business Management 5
Bus 166 Human Relations and Work Readiness 5
Engl 105 Grammar and Usage 5
Psyc& 100 General Psychology 5
Soc& 101 Introduction to Sociology 5

* Credit by advanced placement may be granted in typing/keyboarding after departmental review of prior training.
# Satisfies related instruction requirements.
* Qualifies as AAA and AA-DTA activity credit.

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