



# Administrative Assistant

## Administrative Secretary

The college-trained administrative secretary has a distinct advantage when entering the business field. With a solid background of business courses and computer skills, the Administrative Assistant graduate has the qualifications to be an integral partner on an effective business or corporate office team and can look forward to career advancement.

Upon completion of the Associate in Applied Science degree in Administrative Assistant, the graduate will be proficient in typewriting/ keyboarding, office procedures, computer operations, written and oral communications, and office and records management.

This degree program meets the core curriculum standards as recommended by the International Association of Administrative Professionals (IAAP).

## Program Options

The Administrative Assistant Associate in Applied Science degree is designed to prepare the student for immediate employment. A student considering a degree from a four-year institution should consult a degree advisor from a four-year institution to determine which courses from the associate degree are applicable to a four-year degree.

Another option for the Administrative Assistant graduate is the achievement of Certified Professional Secretary (CPS) status. This rating is earned through successful completion of a comprehensive, five-part examination administered by the IAAP.

## Career Opportunities

Advancements in technology have changed the role and titles of the business office worker. Today's graduates are prepared for employment in the high-tech office as an administrative assistant, administrative secretary, executive secretary, executive assistant, senior secretary, and secretary.

## For More Information

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Corpus Christi, TX 78404-3897  
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## ASSOCIATE IN APPLIED SCIENCE DEGREE: ADMINISTRATIVE ASSISTANT TECH-PREP (Suggested Occupational Plan)

Keyboarding proficiency required to enroll in POFT 2401; otherwise students must enroll in POFT 1329 and/or POFT 2303.

FIRST SEMESTER		SEMESTER HOURS
POFI 2301.	Word Processing	3
POFT 1301.	Business English	3
▶POFI 1301.	Computer Applications I	3
POFT 1313.	Professional Development for Office Personnel	3
POFT 1371.	Telephone Communications	3

SECOND SEMESTER		
▶POFT 1309.	Administrative Office Procedures I	3
POFI 1341.	Computer Applications II	3
POFT 1321.	Business Math	3
▶POFT 2401.	Intermediate Keyboarding	4
▶ACNT 1303.	Introduction to Accounting I	3
<b>ENGL 1301.</b>	<b>Composition I</b>	<b>3</b>

THIRD SEMESTER		
POFT 2312.	Business Correspondence and Communication	3
<b>SPCH 1315.</b>	<b>Fundamentals of Public Speaking</b>	<b>3</b>

FOURTH SEMESTER		
▶POFT 2433.	Advanced Keyboarding	4
POFT 1349.	Administrative Office Procedures II	3
POFT 1319.	Records and Information Management I	3
<b>Humanities/Visual or Performing Arts Elective</b>		<b>3</b>
<b>Social/Behavioral Science Elective</b>		<b>3</b>
<b>Mathematics/Natural Science Elective</b>		<b>3</b>

FIFTH SEMESTER		
POFT 2264.	Practicum - Administrative Assistant/ Secretarial Science, General (Capstone)	2
POFT 1192.	Special Topics - Administrative Assistant/ Secretarial Science, General (Capstone)	1

**Total Semester Hours for Associate Degree 62**

Courses in **bold type** meet General Education requirements for Del Mar College Associate in Applied Science.

## ▶Tech-Prep Bridge Courses

A student intending to transfer to a four-year institution may substitute general education courses required by that institution upon approval of an education plan by a four-year institutional advisor.

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## Admissions

Del Mar College maintains an “open door” admissions policy. In order to gain admission to the College and prior to registration, students must complete an Admissions File to include:

- Application for Admission
- Official high school transcript or GED test scores and/or official college transcript(s)
- Placement test scores
- Proof of Texas residency for the previous 12 months to qualify for in-state tuition

Contact the Admission Office in the Harvin Student Center (East Campus) or the Administration Building (West Campus) for information related to admission to the College.

## Financial Aid/Scholarships

Financial Aid Services assists students who need financial resources to help pay their College costs. Financial Aid Services provides information on grants, loans, or employment for students with a demonstrated financial need. Many scholarships are also available for students and are awarded based on academic achievement and/or financial need.

More than 5,000 Del Mar students are eligible to receive financial aid each year. Full- or part-time students may apply for need-based financial aid programs or scholarships. The only way for students to determine their eligibility is to apply for financial aid. The best, easiest, and quickest way to apply for aid is by completing the Free Application for Federal Student Aid (FAFSA), which is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Results may be available in 7-10 days. The FAFSA application itself may be mailed; however, this process may take anywhere from 4-6 weeks. The Title IV school code for Del Mar College is 003563. Please note that you must provide the previous year’s income tax information regardless of the application process you choose to employ. (Dependent students **must** provide their parents’ tax information as well.)

Contact Financial Aid Services in the Harvin Student Center (East Campus) or the Coleman Center (West Campus) for further information related to need-based financial assistance or academic achievement-based scholarships.

## Success Initiative

Del Mar College actively supports the Texas “Success Initiative.” Assessment is required to identify the readiness of entering students to enroll in academic coursework. For students needing skill improvement, the College provides developmental courses at a variety of levels to accommodate students’ individual needs. All students may take advantage of New Student Orientation, Freshman Seminar, learning labs, tutoring services, counseling, advising, and PLATO software to supplement their coursework and to meet their education goals.

## Student Services

Del Mar College is dedicated to making education as accessible as possible. For that reason, a comprehensive network of student services is available to all students. More information about each of these services is available through the College Catalog or in the Harvin Student Center on the East Campus or the Coleman Center on the West Campus.

Student Services	Phone Number
Admission/Records/Registration/Graduation .....	698-1255
Financial Aid Services .....	698-1293
Counseling/Career Exploration .....	698-1290
Career Job Placement.....	698-1970
Special Services/students with disabilities .....	698-1298
Student Activities/orientation/clubs .....	698-1279
Testing .....	698-1645
Tutoring .....	698-2347