

ADMINISTRATIVE ASSISTANT

DIPLOMA PROGRAM

Quarter Credit Hours Required = 48

Contact Hours Required = 620

Employers set minimum requirements for positions in order to establish basic proficiencies and knowledge in the workplace. Many entry-level jobs require more than a high school diploma. To increase their potential for employment, students have recognized the value of additional education and skills training. The Administrative Assistant program is designed to give students that basic training in business principles, office procedures, software application, and communication skills needed to meet an employer's needs. The program will provide students with better job opportunities and help students realize additional education may be necessary to secure the positions they aspire to attain.

Upon successful completion of this program, students should be able to

- demonstrate practical proficiency in the basic application of current office software including word processing, spreadsheet, database, and presentation development;
- utilize the Internet, e-mail, and basic PC knowledge;
- implement basic accounting procedures in an office environment;
- understand basic business operations;
- write and type professional business documents;
- type at an acceptable industry speed; and
- coordinate a successful job search.

		Lecture Hours	Lab Hours	Externship Hours	Total Hours	Quarter Credit Hours
AOM 1010	Keyboarding	20	40	0	60	4
AOM 1020	Intermediate Keyboarding	20	40	0	60	4
AOM 1100	Word Processing	20	40	0	60	4
AOM 1110	Intermediate Word Processing	20	40	0	60	4
AOM 1200	Spreadsheets	20	40	0	60	4
AOM 1300	Database Management	20	40	0	60	4
AOM 1400	Presentations	20	40	0	60	4
BUS 1100	Business Communication	40	0	0	40	4
BUS 2750	Workplace Ethics and Expectations	40	0	0	40	4
EDU 1010	Learning Framework	40	0	0	40	4
EDU 1020	Career Exploration/Planning	40	0	0	40	4
ENG 1010	English Composition I	40	0	0	40	4
TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED		340	280	0	620	48