ADMINISTRATIVE ASSISTANT PROGRAM

EDUCATIONAL OBJECTIVE

The objective of the Administrative Assistant program is to provide students with general office skills and business administration skills using computer knowledge and software applications. Graduates will be qualified for an entry-level office position such as computer operator, secretary, administrative assistant, data-entry clerk, or customer service representative. Typical work settings include both the public and private sector and include but are not limited to telecommunications companies, financial institutions, computer companies, schools, hospitals, doctors' offices/clinics, transportation companies, property management companies, records retrieval/storage companies and oil/gas companies.

PROGRAM LENGTH

FULL-TIME day students should complete the program in approximately seven months.

PART-TIME evening students should complete the program in approximately fifteen months.

CURRICULUM

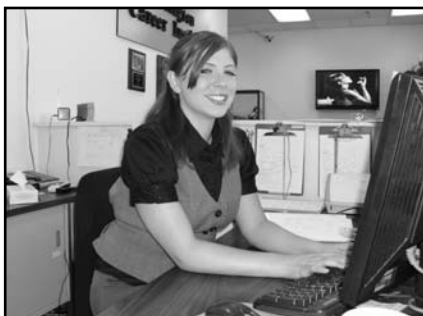| Course Number	Subject	Theory Contact Hrs	Lab Hours	Credit Hours
COA100	Keyboarding I	10	50	3.5
COA101	Introduction to Computers and Word Processing I	30	40	5
COA102	Word Processing II	60	10	6.5
COA200	Computerized Spreadsheet Applications	20	50	4.5
COA201	Keyboarding II	10	50	3.5
COA202	Computerized Presentation Software Applications	57	8	5.5
COA203	Computerized Database Applications	20	50	4.5
COA300	Computerized Check Register Applications	20	40	4
COA301	Career Development	18	2	1.5
COA302	Proofreading for Professionals	55	0	5.5
SUBTOTALS		300	300	
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION				44
TOTAL CLOCK HOURS REQUIRED FOR COMPLETION				600

Photo taken at ACI Campus

DESCRIPTION OF SUBJECTS

Clock Hours/Credit Hours

COA 100 ....60/3.5

KEYBOARDING I

30 net wpm. This subject introduces the student to keyboarding basics.

(Prerequisite: None)

COA101 ....70/5

**INTRODUCTION TO COMPUTERS
AND WORD PROCESSING I**

This subject introduces the student to basic computer operations. The student will learn how to create, format, edit, save, print, and manage documents using word processing software (Microsoft Word).

(Prerequisite: None)

COA102 ....70/6.5

WORD PROCESSING II

This subject continues with the student learning advanced formatting and customizing documents using word processing applications. The student will learn how to customize paragraphs and pages, proof documents, automate and customize formatting, and customize and navigate a document. This class also assists in the preparation for Microsoft Word Certification Exam.

(Prerequisites: COA 100, COA 101)

COA302 ....55/5.5

**PROOFREADING FOR
PROFESSIONALS**

This subject introduces the student to basic proofreading tools necessary in the legal, medical, and business fields. Students will learn four proofreading techniques as well as the proofreaders' marks. Upon completion, students will be able to identify errors in content, grammar and usage mechanics, omissions, transpositions, and spelling. Students will be able to correct errors of this kind in any type of document.

(Prerequisite: None)

COA200 ....70/4.5

**COMPUTERIZED
SPREADSHEET APPLICATIONS**

This course prepares the student to work with computer spreadsheet software in a career setting or for personal use. The student will process, manipulate, and represent numeric data using spreadsheet software. This course also includes basic principles of accounting.

(Prerequisite: COA 101)

COA 201 ....60/3.5

KEYBOARDING II

This subject provides continued study of keyboarding, speed building, and accuracy.

(Prerequisite: COA 100)

COA202 ....65/5.5

**COMPUTERIZED PRESENTATION
SOFTWARE APPLICATIONS**

Upon completion of this subject, students will have the basic skills to produce effective presentations. Working with text and objects, students will learn how to plan, define, create, and modify presentations and to create an on-screen slide show.

(Prerequisite: None)

COA203 ....70/4.5

**COMPUTERIZED
DATABASE APPLICATIONS**

Students will learn database terminology and fundamental database components. Students will also learn how to create a database, choose a file, use a database wizard, enter data search for data, create and change tables, add and delete records, and size database columns in Access.

(Prerequisite: None)

COA300 ....60/4

**COMPUTERIZED
CHECK REGISTER APPLICATIONS**

The student will learn basic check register skills on the computer such as setting up an account, categories, writing checks, account reconciliation, account transfers, and how to generate reports in Quicken/QuickBooks.

(Prerequisite: None)

COA301 ....20/1.5

CAREER DEVELOPMENT

This subject is designed to assist the student in obtaining a job after graduation. The student learns how to create a resume, prepare for a successful job interview, and dress appropriately for the business office.

(Prerequisite: None)