

**goal setter**

**detail oriented**

**good with numbers**

**analytical**

# Administrative Assistant

Associate Degree: 10-106-6

Campus: Beaver Dam, Fond du Lac and West Bend

## Description

In the age of technology, the role of the administrative assistant has broadened not only to include the administrative and office functions needed to run an organization efficiently but also to possess a solid foundation in the technological equipment that supports these functions.

Moraine Park's Administrative Assistant coursework prepares students to provide customer service, produce business communications, manage projects, plan meetings and events, and perform an array of other office responsibilities. Students also develop high-level skills in common software applications such as databases and spreadsheets.

They find employment in industrial/manufacturing, service, educational, insurance, sales, human resources and government settings. Administrative assistants enjoy working with others, have good oral and written communication skills, possess strong organizational skills, and project a professional attitude and image.

For information on how **program credits transfer** to a four-year college, please visit us at [www.morainepark.edu/academics/transfer](http://www.morainepark.edu/academics/transfer).

## Program Outcomes

- Apply organizational skills to occupational tasks.
- Apply problem-solving concepts in a team environment.
- Apply technology skills to specific business projects.
- Compose business messages.
- Apply customer service strategies.
- Apply communication technologies.
- Organize business records.
- Research business information.

## Career Opportunities

- Executive Assistant
- Office Administrator
- Administrative Assistant
- Administrative Secretary/Secretary
- Office Support Specialist

## Salary Range for Recent Graduates

\$9.40 - \$13.79 Per Hour

## Admission Process

- Submit the college admission application.
- Submit the \$30 one-time fee.
- Submit high school/other college transcripts.
- Take the college placement assessment (ACCUPLACER, ACT or other).
- Meet with an admissions specialist.
- Check with Admissions if any additional steps are required.

# Administrative Assistant

# 2007-2008 Curriculum

Course Number	Course Title	Credits
<b>Technical Studies Courses</b>		
106-111	Business Communications	3
106-112	Information Storage and Retrieval	2
106-113	Business Publications	3
106-120	Document Processing	1
106-121	Advanced Document Processing	1
106-122	Customer Service Applications	2
106-123	Editing Applications	1
106-133	Advanced Projects, Microsoft Office	2
106-134	Communication Technologies	3
106-138	Computer Essentials	2
106-139	Business Proofreading Skills	2
106-142	Business Meeting and Event Planning	3
106-159	Advanced Microsoft Word	2
106-161	Intermediate Microsoft Office	3
106-163	Database and Spreadsheet Essentials	2
106-180	Business Protocol	3
196-189	Team Building and Problem Solving	3
<b>General Studies Courses</b>		
801-195	Written Communication	3
801-196	Oral and Interpersonal Communication	3
804-106	Introduction to College Mathematics	3
809-166	Introduction to Ethics: Theory and Application	3
809-195	Economics	3
809-196	Introduction to Sociology	3
809-199	Psychology of Human Relations	3
Students must choose an additional six credits of electives.		<u>6</u>
Total		65

An Administrative Assistant Exit Assessment (997-103) is a graduation requirement for this program.

Note: Students with prior keyboarding experience must take a keyboarding placement/advanced standing test prior to enrolling in the Document Processing (106-120) course.

Students with no prior keyboarding experience will enroll in the Keyboarding (106-103) course prior to enrolling in the Document Processing (106-120) course.

## Institutional Requirements

Student Success (890-125) - take **first** semester

Computer Literacy (103-159)/Advanced Standing/Proficiency Exam Available - take **first** semester

Career Development (890-130) - take **last** semester

**For course descriptions, please visit our Web site at [www.morainepark.edu](http://www.morainepark.edu).**