

Administrative Assistant

*Associate of Applied Science 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.

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

Statewide Yearly Salary Range for Recent Graduates

\$16,015 - \$77,994

Admission Process

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

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.



For additional information, visit
www.morainepark.edu
Beaver Dam **Fond du Lac**
 700 Gould Street 235 North National Avenue
 Beaver Dam, WI 53916-1994 Fond du Lac, WI 54935-2884

920-924-3207

West Bend TTY 920-929-2109
 2151 North Main Street 1-800-472-4554
 West Bend, WI 53090-1598

Course Number	Course Title	Year	2009-2010					2010-2011			
			Cr.	S	F	W	P	S	F	W	P
Technical Studies Courses											
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									
106-134	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									
106-163	Database and Spreadsheet Essentials	2									
106-164	Business Applications - Microsoft Office	3									
106-165	Business Office Essentials	3									
106-180	Business Protocol	3									
196-189	Team Building and Problem Solving	3									
General Studies Courses											
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.		6									
Total		66									
An Administrative Assistant Exit Assessment is a graduation requirement for this program.											
<div style="display: flex; justify-content: space-around;"> Schedule a Course Academic Planner </div>											
Institutional Requirements											
890-125	Student Success - take 1st semester										
103-159	Computer Literacy/Advanced Standing - take 1st semester										
890-130	Career Development - take 3rd semester										

Semester Codes: S - Summer F - Fall W - Winter P - Spring

For information on how program credits transfer to a four-year college, please visit us at www.morainepark.edu/academics/transfer.

For course descriptions, please visit our Web site at www.morainepark.edu.