



Office Assistant

Program No: 31-106-1

Technical Diploma

Degree Completion Time: Two Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2013-2014

Catalog No.	Class Title	Credit(s)
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Term 1

10105124	Portfolio Introduction	1.00
10106102	Information Management	3.00
10106131	Document Formatting	2.00
10106132	Keyboard-Speedbuilding 1	1.00
10106164	Information Technology Essentials	3.00
10801195	Written Communication	3.00
10804123	Math with Business Applications	3.00
	Total	16.00

Term 2

10106130	Office Professionalism	3.00
10105128	Personal Branding	2.00
10106124	eCommunications	3.00
10106166	Microcomputer Business Applications 1	2.00
10106168	Microcomputer Business Applications 2	2.00
10106103	Portfolio Assessment-Administrative	1.00
10801196	Oral/Interpersonal Communication	3.00
	Total	16.00
	Program Total	32.00

Note: Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.

About the Career

Today's businesses realize it takes efficiency and effectiveness on the part of the office staff to be successful. If your ideal work environment includes using high-tech equipment, working well with people, being organized and attentive to detail, and handling a variety of different tasks, a career as an office assistant may be a satisfying choice.

Careers

- Customer Service Representative
- Office Assistant
- Receptionist
- Mail Room Clerk

Admissions Steps

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT and Keyboarding)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

You'll learn to:

- Demonstrate effective workplace communications.
- Apply technology skills to business and administrative tasks.
- Perform routine administrative procedures.
- Maintain internal and external relationships.
- Model professionalism in the workplace.

Approximate Costs

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Divisional Grading Policy

All coursework in the Business and Technology Division must be passed at a grade of "C" or better for program graduation.

10105124 Portfolio Introduction

...prepares the student to develop a personal and professional portfolio, to identify self-awareness through various self-assessments and apply these results to the workplace and other environments, to write goal statements and understand their value, to develop an individual history of events and achievements, and to identify significant learning experiences throughout the student's life.

10105128 Personal Branding

...focuses on the importance of developing a strong brand identity for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development.

PREREQUISITE: 10105124 Portfolio Introduction or 10201116 Graphic and Web Portfolio

10106102 Information Management

...introduces the student to basic terms, concepts, filing rules, systems (alphabetic and numeric), noncorrespondence filing, new filing equipment, new methods of storing and recording records, and Microsoft Access including the principles and procedures for developing, managing, and maintaining a filing system in a modern office.

PREREQUISITE: 10106100 Keyboarding or Keyboarding testout equivalent

10106103 Portfolio Assessment-Administrative

...prepares the student to identify what they have learned throughout the program, write career goals, re-examine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities and program outcomes.

PREREQUISITE: 10105124 Portfolio Introduction and 10105128 Personal Branding

10106124 eCommunications

...prepares the learner to apply proofreading skills - punctuation, grammar, spelling, word usage, capitalization, number usage—to edit documents; transcribe documents from prerecorded dictation; correctly format transcribed business documents; take and transcribe meeting minutes; distribute documents via e-mail as attachments; and dictate podcasts.

PREREQUISITE: 10106131 Document Formatting; 101060164 Info Technology Essentials

10106130 Office Professionalism

...prepares the learner to identify the importance of positive attitudes and personality development; develop self-awareness of elements affecting their personal and work relationships; applies communication and conflict resolution skills; demonstrates effective/efficient work habits and self-management skills; apply business protocol in a culturally diverse, international market. Areas of study will also include telephone and customer service techniques, ethics, etiquette, and ergonomics.

PREREQUISITE: 10106131 Document Formatting

10106131 Document Formatting

...prepares the learner to keyboard and format business memorandums, business letters, business reports and tabbed columns. The learner will also create tables, create multicolumn documents, use SmartArt, create and modify styles and create ad use templates and building blocks. Emphasis will also be placed on proofreading and editing skills.

PREREQUISITE: 10106100 Keyboarding with a minimum grade of B or Keyboarding testout equivalent.

10106132 Keyboard-Speedbuilding 1

...prepares the learner with the skills to keyboard text with speed and accuracy using the "touch" method.

10106164 Information Technology Essentials

...prepares the learner with the skills to manage e-mail and calendaring functions using MS Outlook; use Web 2.0 tools for group collaboration; and research emerging technologies. Emphasis in this class will be to develop a plan to implement a new technology in a business environment and train classmates in this new technology.

10106166 Microcomputer Business Applications 1

...expands the learner's ability to use Microsoft Word by using advanced table functions; format multiple-page documents with headers, footers, footnotes and endnotes; perform merge operations for correspondence and labels; create customized forms; create a Table of Contents and Index in long documents and create and run Macros.

PREREQUISITE: 10106131 Document Formatting

10106168 Microcomputer Business Applications 2

...prepares the learner to create worksheets, utilize formulas and functions, apply formatting functions, print spreadsheet files, edit and manipulate spreadsheets and workbooks, create and modify charts, analyze spreadsheet data, create templates, and apply database features to a spreadsheet.

PREREQUISITE: 10106100 Keyboarding or Keyboarding testout equivalent

10801195 Written Communication

...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents.

PREREQUISITE: 10831103 Intro to College Wrtg or CONDITION: Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and COREQUISITE: 10838105 Intro Rdg & Study Skills or CONDITION: Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects.

COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplcer minimum score of 74 or equivalent

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.

PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplcer minimum score of 74 or equivalent