

ASSOCIATE IN APPLIED SCIENCE

Office Systems Technology

Administrative Assistant

ADA.AAS

FIRST YEAR/FIRST SEMESTER			
Course #	Course Name	Credits	Notes
ENG-101	English Composition I	3	Must test into ENG-101 or complete all appropriate prerequisites
ACC-104	Financial Accounting	3	
CIS-105	Computer Literacy	3	
OST-113	Keyboarding & Document Processing	3	
OST-123	Introduction of Microsoft Word	3	
FIRST YEAR/SECOND SEMESTER			
ENG-102	English Composition II	3	Prerequisite: ENG-101
ACC-105 or ACC-213	Managerial Accounting Computerized Accounting	3	ACC-105 and ACC-213: ACC-104
OST-151	PowerPoint 1	3	
OST-224	Advanced Microsoft Word & Desktop Publishing	3	Prerequisite: OST-123
MTH...	Mathematics General Education Elective	3	
SECOND YEAR/FIRST SEMESTER			
CIS-191	Internet: Tools & Techniques	3	
ECO-101	Macroeconomics	3	
MGT-102	Introduction to Management	3	
SOC-205	Social Diversity	3	
ELECIVE	Humanities General Education Elective	3	
SECOND YEAR/SECOND SEMESTER			
CIS-102	Spreadsheets	3	
BUS-201 or CIS-103	Co-op I: Business Database Management	3	
MGT-212	Human Resource Management	3	Prerequisite: MGT-102
OST-241 or MGT-214	Administrative Office Procedures Office Management	3	
SPE-102	Public Speaking	3	
TOTAL CREDITS		60	

PROGRAM DESCRIPTION

An administrative assistant performs a large number of administrative tasks in order for a business or organization to run effectively. They serve as information and communication managers for an office, plan and schedule meetings and appointments, organize and maintain paper and electronic files and manage projects. They conduct research and disseminate information by using the telephone, mail services, websites and e-mail. They also handle travel and guest arrangements and provide "in-house" computer and software training. Administrative assistants resolve day-to-day problems, make decisions and display skill in communication, organization and time management.

PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:

1. Exhibit strong keyboarding skills to improve accuracy, speed and general efficiency in computer operations, and for securing and maintaining an office position.
2. Communicate information orally and in the writing and production of business documents.
3. Exhibit interpersonal skills and abilities in teamwork including an understanding and appreciation for persons of other cultures and backgrounds.
4. Manage multiple office tasks, researching and prioritizing; both individually and collaboratively.
5. Prepare to take an examination for Microsoft Office Specialist certification.

CONTACT PERSON

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