

Administrative Assistant

Program Number: 10-106-6

Associate in Applied Science Degree

Business Technology Program Cluster

Center for Agriscience and Technologies

Program offered at Madison, Fort Atkinson, Reedsburg, Watertown and Portage campuses; and completely online

For information call: (608) 246-6800 or
(800) 322-6282 Ext. 6800

About the Program

The Administrative Assistant Program prepares individuals in the software/hardware, administrative, and interpersonal skills needed to perform the duties of administrative support personnel. With additional education and/or work experience, there is opportunity for advancement into supervisory or managerial positions. To graduate from the program, a student must receive a grade of C or higher in all program courses.

Graduates of this program typically earn \$32,500 per year.

Unique Requirements for Admission

Recommendations for admission: Beginning PowerPoint and Beginning Word competence. Keyboarding speed of 50 wpm or take Keyboarding Skillbuilding. It is highly recommended that student has access to a computer. Note: All Microsoft Office software courses use the 2007 version.

Earn your Administrative Assistant degree completely online!

The benefits of completing a degree online include courses available 24 hours a day, seven days a week; an opportunity to choose your own study time within course guidelines; an ability to join in online discussions with professionals around the world and stay current with new business technology and trends. For more information about the online Administrative Assistant degree program, contact (800) 322-6282 ext. 6800 or (608) 246-6800.

Curriculum

FIRST YEAR

First Semester		Credits	Hrs/week Lec-Lab
10-103-135	Windows XP (OR Vista 10-103-124) (Qtr. 1)	1	0.75-2.25
10-103-136	Word-Intermediate (Qtr. 2)	1	0.75-2.25
10-103-153	PowerPoint Advanced (Qtr. 2)	1	0.75-2.25
10-106-102	Professional Profile	1	1-0
10-106-139	Keyboard Skillbuilding	1	0-2
10-106-108	Proofreading and Editing	3	3-0
10-106-182	Information Technology Concepts	3	3-0
10-801-195	Written Communication	3	3-0
10-804-123	Math with Business Applications	3	3-0
Semester Total		17	

Second Semester

10-101-108	Applied Accounting 1	3	3-0
10-103-133	Excel-Beginning (Qtr. 3)	1	0.75-2.25
10-103-139	Excel-Intermediate (Qtr. 4)	1	0.75-2.25
10-103-145	Access-Beginning (Qtr. 3)	1	0.75-2.25
10-103-125	Access-Intermediate (Qtr. 4)	1	0.75-2.25
10-103-165	Outlook	1	0.75-2.25
10-106-103	Records Management	2	2-0
10-106-133	Word Processing Applications	2	2-0
10-106-164	Customer Contact Skills	1	1-0
10-106-172	Administrative Office Management	2	2-0
10-801-196	Oral/Interpersonal Communication	3	3-0
Semester Total		18	

SECOND YEAR

First Semester

10-103-126	Word-Advanced (Qtr. 1)	1	0.75-2.25
10-103-132	Excel-Advanced (Qtr. 2)	1	0.75-2.25
10-103-168	Dreamweaver	1	0.75-2.25
10-106-106	Business Writing and Research	2	1-2
10-106-134	Software Simulation	2	2-0
10-106-190	Professional Development	1	1-0
10-809-197	Contemporary American Society	3	3-0
10-809-199	Psychology of Human Relations	3	3-0
	Elective	2	E
Semester Total		16	

Second Semester

10-103-140	Publisher (Qtr. 4)	1	0.75-2.25
10-106-186	Project Management and Coordination	2	2-0
10-106-187	Exploring Business Technologies*	2	2-0
10-106-194	Career Management (Qtr. 4)	1	1-0
10-106-195	Internship	1	0-4
10-801-198	Speech	3	3-0
10-809-172	Race, Ethnic and Diversity Studies	3	3-0
	Elective	3	E
Semester Total		16	

*Course offered only in spring semester

Program Courses

10-106-102 Professional Profile 1 credit

Concentrates on the knowledge, attitudes, and skills necessary to succeed in the Administrative Assistant program and to grow personally and professionally. Topics include mentoring, career success, campus resources, paper and electronic skills portfolio, core abilities, internship requirements, professional organizations, time management skills, values and work environment preferences, and self-assessment of present career skills.

10-106-103 Records Management 2 credits

Fundamentals of managing the record life cycle; alphabetic, numeric, subject, geographic filing; electronic file management; supplies and equipment; charge-out procedures; retention schedules; transfer methods; control measurements; imaging systems and security of information. Follows recommendations of the Association of Records Managers and Administrators (ARMA).

10-106-106 Business Writing and Research 2 credits

This course is designed for students to learn the basics of effective writing and research skills needed for success in the business world. Students will also review grammar and punctuation rules. Emphasis will be placed on simulating real business writing and research situations. Students will write letters, memos, electronic messages and other employment-related correspondence. Prerequisites: 10-106-108, 10-106-133, 10-801-195 and 10-801-196.

10-106-108 Proofreading and Editing 3 credits

Develop proofreading skills: punctuation, grammar, spelling and usage errors. Edit documents: appropriate content, conciseness, clarity, and point of view.

10-106-133 Word Processing Applications 2 credits

Utilize word processing skills to format letters, memos, tables and reports. Develop workplace skills: proofreading and decision-making. Prerequisites: 10-106-101 or touch keyboarding skills, 10-103-137 and 10-103-136.

10-106-134 Software Simulation 2 credits

This course uses a simulation that integrates multiple software applications and features of Windows, Word, Excel, Access, and PowerPoint programs. Students manage information, apply critical-thinking skills to solve problems, research topics, and compose documents. Prerequisites: 10-103-137, 10-103-136, 10-103-133, 10-103-145 and 10-103-143.

10-106-139 Keyboard Skillbuilding 1 credit

Identify keyboarding weaknesses through diagnostic tests and analyses. Refine keyboarding technique, increase speed and improve accuracy through individualized corrective practice. Prerequisite: 10-106-101 or touch keyboarding experience.

10-106-164 Customer Contact Skills 1 credit

Examines what is the foundation of good customer service, identifies internal/external customers, examines questioning techniques, explores listening skills, examines customer surveys, discusses dealing with challenging customers, and examines the role of the customer service representative in today's business world.

10-106-172 Administrative Office Management 2 credits

This course emphasizes the office skills necessary to succeed in a global business in the 21st century. Topics covered include: team building, travel, meetings and minute taking, Parliamentary Procedures, management and supervision, cultural diversity, ergonomics, and stress, time, and anger management. Prerequisite: None.

10-106-182 Information Technology Concepts 3 credits

Introduces students to computer terminology, basic functions of the computer processor, various types of computer memory, computer input/output devices, application software, system software, electronic communication devices, Internet searches, various communication methods used on the Internet, computer security concerns, and computer ethics. Prerequisite: access to the Internet.

10-106-186 Project Management and Coordination 2 credits

Plan and coordinate projects, develop timelines, determine priorities, increase individual and team productivity, control the workday and allocate resources using graphic tools such as MS Project software and GANTT and PERT charts. Project management and coordination techniques and concepts are learned by examining case studies and completing a project. Prerequisite: must be taken in last year of program.

10-106-187 Exploring Business Technologies 2 credits

Research current and emerging technologies such as PDA's, digital cameras, scanners, fax machines, tablet computers, pdf files, video conferencing, wireless and Bluetooth technology, biometric security, and email calendaring. Create electronic portfolio, use parliamentary procedures, take minutes at a meeting, and learn about virtual assistants. Student must be in final semester of program or obtain consent of instructor.

10-106-190 Professional Development 1 credit

Using the internet and traditional methods, research the job market, develop a job search/career portfolio, explore networking. Create a professional image for job search. The portfolio includes a resume, cover letter, thank-you letter, reference sheet, work samples and other job search materials.

10-106-194 Career Management 1 credit

Identification of factors associated with job success: conflict resolution, business and dining etiquette, sexual harassment, ethics, career goals, and performance appraisal. Explore personality types via the Internet. Prerequisite: Student should be in last semester of program.

10-106-195 Internship 1 credit

Students complete a 72-hour internship in an office setting supervised by a cooperating employer. The office setting is a business, medical, or legal office depending on the student's program. Must be in one of the last 2 semesters before graduation.

Recommended Electives

10-101-139	Quickbooks Pro	1 credit
10-102-160	Business Law 1	3 credits
10-103-141	Adobe Acrobat	1 credit
10-103-143	PowerPoint-Beginning	1 credit
10-103-164	Flash-Beginning	1 credit
10-103-167	Fireworks-Beginning	1 credit
10-103-186	MS Project	2 credits
10-109-102	Fundamentals of Meeting Management	3 credits

Career Potential:

- Administrative Assistant
- Administrative Support
- Desktop Publisher Specialist
- Information Coordinator
- Information Processing Specialist
- Office Assistant
- Office Support
- Program Assistant
- Project Coordinator
- Receptionist
- Secretary
- Transcriptionist
- Word Processor

With additional educational and/or work experience, graduates may find employment as:

- Administrative Coordinator
- Executive Assistant
- Executive Secretary
- Executive Staff Assistant
- Office Manager
- Instructor/Trainer

More detailed and updated information on this program may be available at: matcmadison.edu. The college reserves the right to make changes in the regulations and courses announced in this publication without notice.

Madison Area Technical College provides equal opportunity in education and employment.

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