

BUSINESS ADMINISTRATIVE ASSISTANT

Students May Enroll To Take This Program Online Or Residentially

This program is designed to provide training in business office procedures and to prepare the graduate for entry-level administrative assistant positions. Graduates should be competent in entry-level office administrator, receptionist, clerical/ clerical-typist, and computer operator skills in order to support the applied work of their potential managers by having studied the foundations of business communications, qualitative and quantitative processes, and the administrative professional.

CAREER OPPORTUNITIES

This program prepares students for employment opportunities as a business administrative assistant to managers, supervisors, or small business owners.

The goal of this program is to prepare graduates who are able to:

1. Demonstrate competency-based computer skills
2. Give a presentation with accompanying technology
3. Demonstrate communication skills
4. Apply best-practices customer service concepts

PROGRAM REQUIREMENTS

Class #	Class Name	Credits
AC110	Accounting Principles I	4
BS110	Business Communications	4
BS150	Business Writing	4
CS111	Computer Information Systems	3
CS131	MS Office Professional I	3
KY100	Keyboarding I	3
MG100	Introduction to Business	5
MG125	Customer Service Strategies	3
PD250	Career Development	1
SS103	Global Citizenship	2
SS140	Interpersonal Relations	4
Electives approved through dean of students		8
Total Program Minimum Credit Requirement		44

Notes:

Students may be required to complete Foundations of Mathematics I and/or II and Foundations of Writing I and/or II based upon competency exam scores.