

Administrative Assistant

This two-year curriculum is designed to prepare the student for employment as an administrative assistant capable of taking dictation, transcribing, keying documents, handling appointments, screening office visitors, composing correspondence, making decisions, preparing reports/presentations, setting up and conducting meetings, and assisting in the employment process. This person should be able to serve as the employer or executive's voice and handle many tasks without a lot of direction.

First Year

FALL SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
IMS 115	Proofreading	1
IMS 120	Records/Information Management	3
IMS 121	Beginning Keyboarding	3
TOTAL HOURS		14

SPRING SEMESTER		Credit Hours
COM 190	Microsoft Publisher	1
COM 280	Microsoft Word	2
PSY 211	Introduction to Psychology	3
IMS 122	Document Formatting	3
MAT 121 or MAT 110	Technical Mathematics or General Education Mathematics	3/4
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
TOTAL HOURS		15/16

Second Year

FALL SEMESTER		Credit Hours
BUS 124 or ACC 111	Bookkeeping or Financial Accounting	3/4
BUS 214	Business Law	3
COM 281	Microsoft Excel	2
IMS 128	Machine Transcription	3
IMS 223	Document Production	3
IMS 226	Administrative Support Procedures	3
TOTAL HOURS		17/18

SPRING SEMESTER		Credit Hours
BUS 225	Business Communication	3
BUS 230	Human Resource Management	3
COM 283	Microsoft Access	2
ECO 211 or ECO 212	Introduction to Macroeconomics or Introduction to Microeconomics	3
IMS 227	Office Information Processing I	3
IMS 192	Administrative Assistant Internship	2
TOTAL HOURS		16

Career Cluster: Family & Consumer Science

Career Pathway: Education Training

Possible Career Opportunities:

Administrative Assistant * Administrative Associate * Administrative Secretary
 Administrative Specialist * Administrative Technician * Clerk Typist
 Department Secretary * Office Assistant * Staff Assistant

O*NET Links: www.onetonline.org
 Codes: 43-6014

SOC



Current In-District Rate Semester Credit Hour:

\$125.00 per Credit Hour \$15.00 Technology Fee/per Credit Hour Lab fees Vary

Semester One (First Year) Fall – total cost - \$2,005.00

This includes a \$30.00 Lab fee for COM 111 Business Computer Systems
 This includes a \$15.00 Lab Fee for IMS 121 Beginning Keyboarding

Semester Two Spring – total cost - \$2,160.00(15)/\$2,300.00(16)

This includes a \$15.00 Lab fee for COM 190 Microsoft Publisher
 This includes a \$30.00 Lab fee for COM 280 Microsoft Word
 This includes a \$15.00 Lab fee for IMS 122 Document Formatting

Total Projected Program Cost - \$8,915.00(62) / \$9,195.00(64)

Books are not included in this projected program cost.
 *Some courses may be available for online instruction.
 Additional \$30 per class fee will apply.

Semester Three (Second Year) Fall - total cost - \$2,450 (17)/\$2,590 (18)

This includes a \$30.00 Lab fee for COM 281 Microsoft Excel
 This includes a \$15.00 Lab fee for IMS 128 Machine Transcription
 This includes a \$15.00 Lab fee for IMS 223 Document Production
 This includes a \$10.00 Lab fee for IMS 226 Administrative Support Procedures

Semester Four (Second Year) Spring – total cost - \$2,300.00

This includes a \$30.00 Lab fee for COM 283 Microsoft Access
 This includes a \$15.00 Lab fee for IMS 227 Office Information Processing I
 This includes a \$15.00 Insurance fee for IMS 192 Administrative Assistant Internship

Contact Information:

Admissions

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Shawnee
Community College