

# ADMINISTRATIVE PROFESSIONAL

Businesses depend on high-quality, accurate information. If you value organization, care about details, and understand the importance of clear communication and current technology skills, developing those talents as an administrative professional may be just what you need to succeed.

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.

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

<b>Semester 1</b>		<b>Credits</b>
102-148	Introduction to Business and Management	3
104-100	Social Media Marketing 1	1
106-127	Administrative Office Communications	3
103-138	Word Documents	2
801-195	Written Communication	3
103-129	Intro to MS Publisher & Desktop Publishing	1
103-132	Intro to Adobe Illustrator & Typography	1
103-133	Intro to Photoshop - Designing and Editing	1
103-131	Intro to Digital Photography & Color	1
	<b>Credits</b>	<b>16</b>
<b>Semester 2</b>		
104-102	Marketing Principles	3
104-101	Social Media Marketing 2	1
103-107	Intermediate Excel	2
106-142	Customer Service Essentials	1
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3
103-134	Intro to InDesign & Layout	1
201-100	Graphic Design 1	1
201-101	Graphic Design 2	1
201-102	Graphic Design 3	1
	<b>Credits</b>	<b>14</b>
<b>Semester 3</b>		
102-109	Business Careers Planning and Business Communication	3

104-112	Social Media Marketing 3	1
116-193	Human Resource Management	3
101-111	Accounting I	4
106-144	Meeting and Event Planning	2
801-198	Speech	3
	<b>Credits</b>	<b>16</b>
<b>Semester 4</b>		
102-155	Introduction to Project Management	3
101-135	Payroll Accounting	2
103-126	Introduction to QuickBooks	1
106-147	Administrative Office Management 1	1
809-198	Introduction to Psychology	3
809-143	Microeconomics	3
106-150	Administrative Office Management 2	1
106-148	Administrative Professional Internship	1
	<b>Credits</b>	<b>15</b>
	<b>Total Credits</b>	<b>61</b>