BLACKHAWK Technical College

ADMINISTRATIVE PROFESSIONAL

Associate of Applied Science Degree
10-106-6

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.

Program Outcomes

- 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

Graduates Have Found Employment As

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

Semester 1		Credits
102-148	Introduction to Business and Management	3
103-132	Intro to Adobe Illustrator	1
103-138	Word Documents	2
106-127	Administrative Office Communications	3
203-130	Intro to Video - Capture and Edit	1
203-131	Intro to Digital Photography & Color	1
801-136	English Composition 1	3
196-162	Team Building: Motivation Tactics	1
103-126	Introduction to QuickBooks	1
	Credits	**16**
Semester 2		
102-109	Business Careers and Communication	3
103-107	Intermediate Excel	2
103-133	Intro to Photoshop - Designing and Editing	1
103-134	Intro to InDesign & Layout	1
104-102	Marketing Principles	3
106-142	Customer Service Essentials	1
196-140	Supervision: Control Process and Leadership Skills	1
201-114	Typography	1

804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
	Credits	**16-17**
Semester 3		
101-111	Accounting I	4
104-156	Social Media Marketing	2
106-144	Meeting and Event Planning	2
196-193	Human Resource Management	3
201-121	Intro to Graphic Design	2
801-198	Speech	3
	Credits	**16**
Semester 4		
101-135	Payroll Accounting	2
102-155	Introduction to Project Management	3
106-147	Administrative Office Management 1	1
106-150	Administrative Office Management 2	1
106-148	Administrative Professional Internship	1
809-143 or 809-122	Microeconomics or Intro to American Government	3
809-198	Introduction to Psychology	3
	Credits	**14**
	Total Credits	**62-63**

General Education Courses

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
804-134 or 804-118	Mathematical Reasoning Intermediate Algebra with Applications	3-4
809-198	Introduction to Psychology	3
809-143 or 809-122	Microeconomics Intro to American Government	3