



6004 Prairie Road • P.O. Box 5009 • Janesville, WI 53547-5009 • 608-758-6900

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BUSINESS & INFORMATION TECHNOLOGY DIVISION

(608) 757-7622

**Administrative Assistant Associate Degree
Program Number: 10-106-6**

2008-2009 Curriculum

Course Number	Course Name	Credit	Lec/ Lab
<u>Semester I</u>			
106-108	Proofreading and Editing	1	0/2
106-145	Information Technology Essentials	3	2/2
106-146	Word Processing Applications	3	1/4
106-157	Administrative Assistant Fundamentals	1	1/0
196-107	Professional Profiles	3	3/0
801-195	Written Communication	3	3/0
	Elective ² (106-131 Keyboarding Applications, if needed)	<u>3</u>	<u>1/4</u>
		17	23
<u>Semester II</u>			
106-129	Business Filing	1	0/2
106-133	Document Formatting	3	1/4
106-153	Administrative Office Procedures ¹	3	2/2
106-159	Business Spreadsheets	3	2/2
106-165	Business Presentations	1	0/2
801-196	Oral/Interpersonal Communication	3	3/0
804-106	Introduction to College Mathematics OR 804-110 Elem. Algebra with Applications	3	3/0
		<u>17</u>	<u>23</u>
<u>Semester III</u>			
101-102	Office Accounting	3	2/2
106-137	Integrated Office Applications	3	1/4
106-156	Business Database	3	2/2
106-164	Specialized Software Applications ¹	3	1/4
809-172	Race, Ethnic, and Diversity Studies	3	3/0
809-199	Psychology of Human Relations	<u>3</u>	<u>3/0</u>
		18	24
<u>Semester IV</u>			
106-130	Transcription Technology ¹	2	0/4
106-155	Introduction to Desktop Publishing	2	1/2
106-158	Supervised Occupational Experience ¹	2	1/4
106-160	Administrative Office Projects ¹	3	2/2
809-166	Introduction to Ethics: Theory and Application	3	3/0
809-196	Introduction to Sociology	3	3/0
	Elective ²	<u>3</u>	<u>3/0</u>
		18	25
Total Credits: 70			

¹ Course has prerequisites.

² Recommended Electives:

102-160 Business Law	3	3/0
106-131 Keyboarding Applications	3	1/4
106-140 Keyboarding	1	0/2
106-143 Skillbuilding	1	0/2

Business Technology Certificate Option

All courses in this certificate qualify for the Administrative Assistant A.A.S. Degree. This certificate is offered at both Central Campus and the Monroe Campus.

*Interested students should contact a counselor to take a keyboarding proficiency assessment prior to registration. Students scoring over 40 wpm (with 5 minutes with 5 or fewer uncorrected errors) should enroll in Document Formatting. Students scoring 30 – 40 wpm should enroll in Keyboarding Applications. Students scoring below 30 wpm (3 minutes with 3 or fewer uncorrected errors) should begin with the Keyboarding and/or Skillbuilding courses.

For more information contact:

At Central Campus: Terese Tann, (608) 757-7706; email: ttann@blackhawk.edu,
at Monroe Campus: Cindy Fuerstenberg, (608) 328-1660; email:
cfuerstenberg@blackhawk.edu, or Hal Zenisek, Dean, Business & Information Technology
Division, email: hzenisek@blackhawk.edu.

Program Description:

BTC's Administrative Assistant two-year associate degree is designed to prepare tomorrow's executive secretaries, administrative assistants, project coordinators, and other administrative professionals who want to position themselves to take on greater responsibilities as vital members of the management team in the workplace. Students will become valued assistants equipped with the latest technology, research, communication, and professional skills.

Students will develop the knowledge and ability to complete core level and some expert level proficiency exams in MS Word, MS Excel, MS Access, MS PowerPoint, and MS Outlook, if they so choose. Since BTC is an authorized testing and certification center for Microsoft Office Specialist tests, these industry-recognized exams may be conveniently scheduled.

Program Outcomes—Upon completion of this program, graduates will be able to:

- Compose business correspondence
- Conduct research
- Coordinate meeting activities
- Coordinate travel arrangements
- Demonstrate leadership in managing office projects and/or teams
- Design presentations, forms, and publications
- Maintain office equipment, hardware, and software
- Manage information in electronic and paper formats
- Process financial records
- Process incoming and outgoing communications

Graduates from this program have found employment as:

- Administrative Assistant
- Human Resources Assistant
- Administrative Coordinator
- Administrative Specialist
- Executive Assistant
- Office Manager
- Office Assistant
- Project Coordinator
- Secretary

2005 Graduate Follow-up Median Wage Report = \$12.00/hour

Helpful High School Courses:

- Touch keyboarding skill of 40 wpm or higher for 5 minutes with 5 or fewer errors. Keyboarding, Skillbuilding and Keyboarding Applications courses are available at BTC.
- English composition
- Computer applications
- Advanced standing may be available for some courses; check with your high school counselor.
- Proficiency testing is available for some courses; check with BTC's Student Services staff.

Refer to BTC Catalog for complete course descriptions, program standards, and prerequisites information.

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<p>101-102 Office Accounting 3 Credits Office Accounting is a basic course in accounting principles and bookkeeping procedures. Topics include journalizing and posting transactions, preparing worksheets, adjusting and closing entries, and preparing the financial statements. Emphasis is on the service enterprise and accounting for cash.</p>	<p>106-153 Administrative Office Procedures 3 Credits This course covers office procedures concepts and practices and includes practical experience in areas such as specialized office equipment, telecommunications, mail processing, telephone techniques, office supplies, ethics, ergonomics, and customer service. Critical-thinking, problem-solving, and job performance skills in a global business environment are also included. Prerequisite: <i>106-145 Information Technology Essentials.</i></p>
<p>102-160 Business Law 3 Credits This course is designed to provide the student with a working knowledge of law as it relates to the rights and responsibilities of businesses and individuals. Emphasis is placed on torts, contracts, case analysis, ethics, and social responsibility, particularly in the business context.</p>	<p>106-155 Introduction to Desktop Publishing 2 Credits Desktop publishing combines the technology of the personal computer, scanners, digital cameras, color printers, and desktop publishing software with specific design and layout concepts. Students will apply the proper use of typefaces, graphics, tables, text and user-defined boxes, horizontal and vertical rules to the design and layout of newsletters, brochures, and other documents. The pace of this course is based on touch keyboarding skill of 40 words per minute and basic computer skills.</p>
<p>106-108 Proofreading and Editing 1 Credit Students will develop proofreading skills for identifying and correcting punctuation, grammar, spelling, and usage errors. This course also includes editing skills for improving format, consistency, clarity, conciseness, and completeness. Activities require applying proofreading and editing skills to realistic business communications in both print and electronic formats. Touch keyboarding and basic word processing skills are helpful.</p>	<p>106-156 Business Database 3 Credits This course is designed to teach the basic elements of Microsoft Access. Applications will include the creation of a database; finding, displaying, and deleting records; providing listings and reports; making tables; and managing mailing lists. Students will be prepared to take the Microsoft Office Specialist certification exam. Basic computer skills are expected.</p>
<p>106-129 Business Filing 1 Credit Students learn the Association of Records Managers and Administrators (ARMA) filing rules through experience with various filing methods in a practice simulation. Students will also be introduced to file maintenance procedures, supplies, and equipment.</p>	<p>106-157 Administrative Assistant Fundamentals 1 Credit This orientation course provides an introduction to BTC's Administrative Assistant program and its requirements, selected BTC and external resources, and requirements of a professional administrative assistant. Informational interviews at area companies and guest speakers will be part of this course. Whenever possible, this course should be taken during the student's first semester.</p>
<p>106-130 Transcription Technology 2 Credits Activities include transcribing documents, utilizing voice recognition software, and consulting reference materials. Correct business communications will be reinforced with emphases on proofreading, punctuation, grammar, and spelling. Prerequisites: <i>106-108 Proofreading and Editing and 106-133 Document Formatting.</i></p>	<p>106-158 Supervised Occupational Experience - Administrative Assistant 2 Credits This course consists of two components—a minimum of 72 hours of practical experience in an office environment and an hour per week of in-class instruction. Students will be expected to obtain a job and demonstrate technical and interpersonal skills necessary for office employment. BTC instructors will coordinate management of students in approved positions under the supervision and guidance of cooperating employers. Students will also finalize employment portfolios and other employment-related documents. Students should have satisfactorily completed all core courses in semesters 1, 2, and 3 of the Administrative Assistant Associate Degree program before taking this course.</p>
<p>106-131 Keyboarding Applications 3 Credits Keyboarding Applications is designed to enhance keyboarding skills and to develop basic document formatting techniques while applying decision-making skills. Basic grammar and punctuation skills will be emphasized along with common word processing software. Students can expect to possess keyboarding skills of 40 wpm or higher at the end of this course. Touch keyboarding skill (30 wpm for 3 minutes with 3 or fewer uncorrected errors) is assumed at the beginning of this course. This course is not required for students who can demonstrate this competency on a timed test.</p>	<p>106-159 Business Spreadsheets 3 Credits Using Microsoft Excel, students will learn the elements of a spreadsheet: worksheet capabilities (create, modify, enhance, save, print, and erase worksheets), graphing capabilities (create graphs, bar charts, and pie charts), and database capabilities (create, sort, and query). Students will be prepared to take both the core level and expert level Microsoft Office Specialist certification exams. Basic computer skills are expected.</p>
<p>106-133 Document Formatting 3 Credits Document Formatting further develops keyboarding skills and emphasizes the efficient production of correctly formatted memos, e-mail messages, letters, business reports, manuscripts, legal and medical documents, and publications. The ability to use word processing software is expected at the beginning of the course along with touch keyboarding skill (a minimum of 40 wpm for 5 minutes with 5 or fewer uncorrected errors).</p>	<p>106-160 Administrative Office Projects 3 Credits This course enhances skills necessary to provide organizational and technical support in a contemporary office setting. Topics covered include project management, research, travel and meeting planning, financial information, emerging technologies, and career development. Successful completion of all core courses in semesters 1, 2, and 3 of the Administrative Assistant Associate Degree program is expected.</p>
<p>106-137 Integrated Office Applications 3 Credits Students will learn to integrate their word processing skills with Microsoft Outlook, PowerPoint, Excel, and Access to produce complex documents. Internet and Intranet activities are integrated within some projects. Students will also develop employment portfolios and prepare employment-related documents. Students are expected to have working knowledge of Microsoft Outlook and Word at the beginning of the course.</p>	<p>106-164 Specialized Software Applications 3 Credits Intended to introduce students to advanced applications used by office professionals, this software-intensive course provides an introduction to programs such as Microsoft Publisher, Microsoft FrontPage, and/or other computer applications used by administrative professionals. Students will apply basic skills and strategies for designing and maintaining a website and/or class intranet. Prerequisites: <i>106-146 Word Processing Applications and 106-108 Proofreading and Editing.</i></p>
<p>106-140 Keyboarding 1 Credit Students will master the computer keyboard by touch including the letters and numeric keypad. Computer software is used to begin development of acceptable speed and accuracy levels. Students completing this course may be ready for 106-131 Keyboarding Applications, or may continue to develop their proficiency and keyboarding abilities in Skillbuilding. This course is <u>not</u> required for students who can demonstrate keyboarding skills of 30 words per minute with 3 or fewer uncorrected errors on a 3 minute timing.</p>	<p>106-165 Business Presentations 1 Credit Microsoft PowerPoint software will be used to create dynamic, professional-looking presentations. Students will be able to design an electronic slide show—format text; apply special effects; add graphics, sound, and video; integrate other software; print in a variety of formats and media; and deliver presentations they authored. Students will be prepared to take the Microsoft Office Specialist certification exam. Touch keyboarding and basic word processing skills are necessary.</p>
<p>106-143 Skillbuilding 1 Credit This elective course focuses on the development of keyboarding speed and accuracy. Diagnostic computer software allows students to determine their own particular weaknesses and error patterns and then select drills specifically designed to correct those weaknesses. This course may be taken more than once to further develop skills. Students should know the alphabetic keyboard by touch or have taken 106-140 Keyboarding. Students completing this course may be ready for 106-131 Keyboarding Applications or may continue to develop their proficiency and keyboarding abilities by repeating the course</p>	<p>196-107 Professional Profiles 3 Credits The mission of the course is to empower students to enhance performance through personal self-management. The course, which is built around "The Seven Habits of Highly Effective People," provides an opportunity to develop both personally and professionally in effectively dealing with change.</p>
<p>106-145 Information Technology Essentials 3 Credits This course provides an introduction to computers and information processing terms, hardware, software, networks, and buying a computer. Major topics also include effective use of a web browser, Microsoft Outlook's electronic mail, calendar, and contacts modules, and the basics of Windows operating system. Touch keyboarding skills are recommended.</p>	<p>GENERAL EDUCATION COURSE REQUIREMENTS 801-195 Written Communication, 3 Credits 801-196 Oral/Interpersonal Communication, 3 Credits 804-106 Introduction to College Mathematics, 3 Credits OR 804-110 Elementary Algebra with Applications, 3 Credits 809-166 Introduction to Ethics: Theory and Application, 3 Credits 809-172 Race, Ethnic, and Diversity Studies, 3 Credits 809-196 Introduction to Sociology, 3 Credits 809-199 Psychology of Human Relations, 3 Credits</p>
<p>106-146 Word Processing Applications 3 Credits Students use word processing software to create, format, and edit business documents applying features such as headers/footers, macros, merge, templates, tables, columns, outlines, fonts, and graphics. Software functions, theory and production will be assessed. Students will be prepared to take both the core level and expert level Microsoft Office Specialist certification exams. The pace of this course is based on touch keyboarding speed of 40 words per minute and basic computer-skills.</p>	

Program Faculty:

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