

**ASSOCIATE IN APPLIED SCIENCE**

# Office Systems Technology Administrative Assistant

# ADA.AAS

| CODE                             | COURSE  | CREDITS   | CODE                              | COURSE                                | CREDITS   |
|----------------------------------|---|-----------|-----------------------------------|---------------------------------------|-----------|
| <b>First Year/First Semester</b> |   |           | <b>Second Year/First Semester</b> |                                       |           |
| ENG-101                          | English Composition I                                       | 3         | CIS-191                           | Internet: Tools & Techniques          | 3         |
| ACC-104                          | Financial Accounting  | 3         | ECO-101                           | Macroeconomics                        | 3         |
| CSC-101                          | Computer Literacy   | 3         | MGT-102                           | Introduction to Management            | 3         |
| OST-113                          | Keyboarding & Document Processing                           | 3         | SOC-205                           | Social Diversity                      | 3         |
| OST-123                          | Introduction Microsoft Word                                 | 3         | .....                             | Humanities General Education Elective | 3         |
|                                  |   | <b>15</b> | HPE....                           | Health & Exercise Science Elective    | 1         |
| <b>Second Semester</b>           |   |           | <b>Second Semester</b>            |                                       |           |
| ENG-102                          | English Composition II                                      | 3         | CIS-102                           | Spreadsheets                          | 3         |
| ACC-105                          | Managerial Accounting or                                    |           | BUS-201                           | Co-op I: Business or                  |           |
| ACC-213                          | Computerized Accounting                                     | 3         | CIS-103                           | Database Management                   | 3         |
| OST-151                          | Powerpoint1   | 3         | MGT-212                           | Human Resource Management             | 3         |
| OST-224                          | Advanced Microsoft Word and Desktop Publishing <sup>1</sup> | 3         | OST-241                           | Administrative Office Procedures or   |           |
| MTH....                          | Mathematics General Education Elective                      | 3         | MGT-214                           | Office Management <sup>1</sup>        | 3         |
| HPE....                          | Health & Exercise Science Elective                          | 1         | SPE-102                           | Public Speaking                       | 3         |
|                                  |   | <b>16</b> |                                   |                                       | <b>15</b> |
|                                  |   |           |                                   |                                       | <b>62</b> |
| <b>Total Minimum Credits</b>     |   |           |                                   |                                       | <b>62</b> |

<sup>1</sup> Offered in spring semester only.

NOTE: Several Office Systems Technology (OST) courses in this program lend themselves to credit by examination for those students who believe that through prior learning (e.g., self-directed study, on-the-job training, or past employment) they have acquired the competency ordinarily associated with satisfactory course completion. To obtain further information, contact the program coordinator at (856) 227-7200, ext. 4424.

**PROGRAM DESCRIPTION**

An administrative assistant performs a large number of administrative tasks in order for a business or organization to run effectively and efficiently. They serve as information and communication managers for an office, plan and schedule meetings and appointments, organize and maintain paper and electronic files and manage projects. They conduct research and disseminate information by using the telephone, mail services, Web sites and e-mail. They also handle travel and guest arrangements and provide "in-house" computer and software training. Administrative assistants resolve day-to-day problems, make decisions and display skill in communication, organization and time management.

**PROGRAM GOALS**

- To develop proficiency in basic and advanced computer skills including keyboarding, word processing, spreadsheets, database management, presentation software and Internet usage.
- To assure students demonstrate the skills needed to prepare oral and written communications that meet business standards.
- To assure that students possess professional values and exhibit professional behaviors in the workplace by demonstrating an understanding and appreciation for other cultures and backgrounds.
- To prepare students for employment or advancement in office support positions.
- To provide students with a General Education foundation.

**PROGRAM STUDENT LEARNING OUTCOMES**

- At the end of the program, the graduate will be able to:
1. Exhibit strong keyboarding skills to improve accuracy, speed and general efficiency in computer operations, and for securing and maintaining an office position.
  2. Communicate information orally and in the writing and production of business documents.
  3. Exhibit interpersonal skills and abilities in teamwork including an understanding and appreciation for persons of other cultures and backgrounds.
  4. Manage multiple office tasks, researching and prioritizing; both individually and collaboratively.
  5. Prepare to take an examination for Microsoft Office Specialist certification.

**EMPLOYMENT OPPORTUNITIES**

Administrative assistants usually work in schools, hospitals, corporate settings, government agencies, or legal and medical offices. Listed below are some of the possible employment opportunities.

- Administrative assistant/secretary
- Executive assistant
- Office administrator/manager
- Help desk assistant
- Word processing specialist
- General office clerk

**CONTACT PERSON**

Professor Sondi Lee, Coordinator  
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**Highlights**

*Hands-on training  
Tutorial labs  
Credit for life experience opportunities*