

# Administrative Assistant

Business and Information Technology • (319) 398-5416 • (800) 363-2220

<b>Entry time:</b>	Fall, Spring, Summer
<b>Length:</b>	2 years (4 semesters)
<b>Award:</b>	Associate of Applied Science Degree
<b>Locations:</b>	Cedar Rapids Campus, Iowa City Campus

This course of study prepares graduates to become members of the executive team in today's fast-paced business environment. The program includes in-depth instruction in computer applications (word processing, desktop publishing, multimedia), essential business soft skills (teamwork, project development, and problem-solving) and liberal arts studies.

## Transfer Opportunities:

Mount Mercy College, Cedar Rapids, Iowa  
Northwest Missouri State (online courses), Maryville, Missouri  
William Penn University, Oskaloosa, Iowa

## Employment Opportunities:

 (source: [www.officeteam.com](http://www.officeteam.com) - 3/03)

- ☞ Executive Assistant
- ☞ Administrative Assistant
- ☞ Office Manager
- ☞ Information Coordinator
- ☞ Communications Facilitator
- ☞ Telecommuting Coordinator

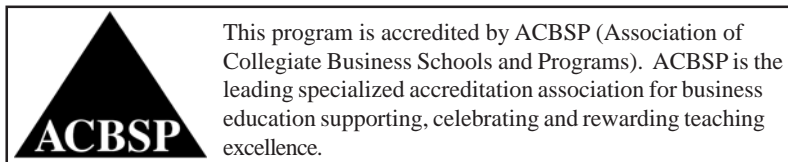
## Business Office Trends:

 (source: [www.officeteam.com](http://www.officeteam.com) - 3/02)

- ☞ **Fastest-growing industries**—financial services, health care, construction
- ☞ **Positions in strongest demands**—administrative assistant, receptionist, office assistant
- ☞ **Technical skills**—Microsoft Office, project management, database, scheduling programs
- ☞ **Soft skills**—professionalism, multi-task, set and meet deadlines, work in teams, initiative, attention to detail and accuracy, presentation
- ☞ **New duties**—presentation (developing and presenting), maintaining web pages

For information on salaries and careers in this field, check out these websites:

America's Job Bank:	<a href="http://www.ajb.dni.us">www.ajb.dni.us</a>
Cedar Rapids Metro:	<a href="http://www.clickonmycareer.com">www.clickonmycareer.com</a>
Occupational Employment Statistics:	<a href="http://www.iowaworkforce.org">www.iowaworkforce.org</a>
Office Team:	<a href="http://www.officeteam.com">www.officeteam.com</a>
Salary:	<a href="http://www.salary.com">www.salary.com</a>



**Kirkwood**  
[www.kirkwood.edu](http://www.kirkwood.edu)  
Kirkwood Community College  
6301 Kirkwood Blvd. SW • P.O. Box 2068  
Cedar Rapids, Iowa 52406

# Administrative Assistant



**Two-Year Program**  
**Associate of Applied Science Degree**  
**Major Code: 43350**

Catalog Number	Course Title	Credit Hours	Catalog Number	Course Title	Credit Hours
<b>First Semester</b>			<b>Third Semester</b>		
OF105U	Professionalism	1	OF105T	Administrative Office Applications (P: OF101U; OF107T)	3
OF107T	Word Processing II <sup>1</sup>	3	OF103U	Information Processing (P: OF107T; OF133U; OF136U)	3
PC105U	Human Relations	3	-----	Humanities Elective	3
OF133U	Business Editing <sup>2</sup>	3	LA160T	Business Law I	3
OF136U	Computer Business Applications	3	OF127U	Desktop Publishing	3
OF103T	Business Math and Machines <sup>3</sup>	3			15
		16			
<b>Second Semester</b>			<b>Fourth Semester</b>		
AO102U	Accounting Concepts	3	AD104T	Office Supervision and Management	3
OF108T	Word Processing III (P:OF107T)	3	OF154U	Intro to Multimedia	3
OF101U	Office Concepts and Procedures <sup>4</sup>	3	OF104U	Business Communications (P: OF133U)	3
OF161U	Electronic Records System	3	AD801T	Business Internship	3
OF137U	Adv. Computer Business Apps (P: OF136U)	3	-----	Business/Computer Elective	3
OF105U	Professionalism	1			15
		16			
<b>Total Program Credit Hours</b>			<b>62</b>		

P= Prerequisite

<sup>1</sup>Students needing Word Processing I/Keyboarding II may need to extend their semester hours.

<sup>2</sup>A COMPASS writing score of 32 or above is required to take Business Editing. Students with COMPASS scores below 32 need to take PT095D Basic Writing before Business Editing.

<sup>3</sup>Enrollment in this course requires a math COMPASS score of 43 or above.

<sup>4</sup>Requires typing speed of 30 wpm (words per minute) or concurrent enrollment in Word Processing II.

NOTE: It is recommended that on-campus students continue affiliation with Business Professionals of America by enrolling each semester in the course Professionalism. Professionalism credits earned in addition to the required two credit hours will qualify as elective(s). Students have the option to enroll in the 2-credit hour OF159U Professionalism in the Workplace course through Anytime/Anywhere.

**Students wishing to transfer to a 4-year college or university may substitute the following courses:**

PC100T	General Psychology	For	PC105U	Human Relations
CC113T	Composition I <sup>5</sup>	For	OF133U	Business Editing
CC114T	Composition II	For	OF104U	Business Communications <sup>6</sup>
DG102T	Intro to Micros and DP	For	OF136U	Computer Business Applications
AO152T	Financial Accounting	For	AO102U	Accounting Concepts

<sup>5</sup>Enrollment in this course requires a writing COMPASS score of 70 or above.

<sup>6</sup>Students who do not take Business Communications must take AD144U Employment Seminar (1 credit).

**Cedar Rapids Program Coordinator:**

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**Iowa City Program Coordinator:**

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