

ADMINISTRATIVE ASSISTANT, ACCELERATED & ADMINISTRATIVE ASSISTANT



This course is offered to university graduates who wish to continue their liberal arts or professional classes with “hands-on” business education to improve opportunities for employment within a variety of office settings.

The Administrative Assistant diploma program prepares graduates for office support positions such as secretary, administrative assistant, and sales assistant in a wide variety of large and small organizations. Students become proficient in Microsoft Office 2016, as well as business communications, basic bookkeeping, and administrative procedures.

ADMINISTRATIVE ASSISTANT, ACCELERATED

Start Dates: January, March, September, October
Duration: 7 months / 28 weeks / 728 course hours
Prerequisites: - Bachelor's Degree
- Pre-enrollment Information Session

Document Preparation 112 (Simulation)
Keyboarding Speed (45 wpm to graduate)
Communications 211*
Communications 212*
Communications 213 or 213a
Communications 214a
Personal Finance 314
Accounting/Bookkeeping 411
Career Strategies 513a
Applied Administrative Procedures 515a
Computer Applications 611 (Windows 10)
Computer Applications 619 (PowerPoint 2016)
Computer Applications 620 (Excel 2016) - Level 1
Computer Applications 621 (Excel 2016) - Level 2
Computer Applications 622 (Access 2016) - Level 1
Computer Applications 642 (Quickbooks 2016) - Level 1
Computer Applications 672 (Word 2016) - Level 1

*Classes may be challenged

Plus two 20 hr. electives depending on class availability and prerequisites. See SBC Principal to discuss options.

Optional Specialty Classes: Additional fees will apply.

- Legal
- Medical
- Mining

Inquire about adding a specialty option:
Executive, Legal, Medical or Mining

