ADMINISTRATIVE ASSISTANT, ACCELERATED

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 2019, as well as business communications, basic bookkeeping, and administrative procedures.

Start Dates: January, March, September, October

Duration: 7 months | 28 Weeks | 728 course hours

Prerequisites: Bachelor's Degree

Mature Student Admissions

Classes

Document Preparation 112 (Simulation)

Keyboarding Speed (45 wpm to graduate)

Communications 212*

Communications 213 or 213a

Communications 214a

Personal Finance 314

Accounting/Bookkeeping 411

Career Strategies 513a

Human Relations 519

Applied Administrative Procedures 515a

Computer Applications 611 (Windows 10)

Computer Applications 619 (PowerPoint 2019)

Computer Applications 620 (Excel 2019) - Level 1

Computer Applications 621 (Excel 2019} - Level 2

Computer Applications 622 (Access 2019) - Level 1

Computer Applications 642 (QuickBooks 2018) - Level 1

Computer Applications 672 (Word 2019) - Level 1

Optional Specialty Classes: Additional fees will apply.

- ***Legal***
- ***Medical***

Ask about practicum options

**** Class maybe challenged***

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Better job — brighter future.