

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

ADMINISTRATIVE ASSISTANT SERIES

(140 hours)

POFT 1070

COURSE SYLLABUS

Course Description: Study of current office procedures, duties, and responsibilities applicable to an office environment.

Objectives: Every student will be able to:

- Use the keyboard
- Demonstrate touch typing
- Demonstrate the correct usage of all keys
- Open, use and close word processing, spreadsheet, presentation and database software
- Use selection and replacement techniques
- Navigate in Word, Excel, PowerPoint, and Access documents, save documents, format documents, print documents
- Use advanced formatting techniques
- Use mail merge
- Use formulas
- Create, insert and manipulate graphics and charts in Word, Excel, PowerPoint and Access
- Discuss appropriate choices of software for various tasks
- Perform Internet searches and use email
- Perform data entry and data manipulation
- Input data using various entry screens
- Create business letters, reports, and invoices
- Demonstrate problem solving and usage of whole numbers, fractions, decimals, percent, equations, formulas and graphs
- Demonstrate basic language, writing, and editing skills
- Develop time management techniques
- Demonstrate appropriate communication skills
- Identify the basic skills of an office professional

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Rationale: Skilled Administrative Assistants are needed in all industries and businesses. Basic communication, math, computer applications and data entry skills are required in the business community. Administrative Assistants support mission-critical roles in the workplace, expertly using word processing tools, spreadsheets, databases, and presentation software in the business community. This series will enable students to efficiently apply the learned skills in daily office duties.

Required Material: See syllabus for TECM 1091 Business Math

Type of Course: Short Course

Evaluation: Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant CEU credit for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement of the course objectives by signing and awarding individual certificates of completion.

Course Outline:

I. Keyboarding	8 hrs
II. Word processing (MS Word)	16 hrs
III. Spreadsheets (MS Excel)	16 hrs
IV. Databases (MS Access)	16 hrs
V. Presentation software (MS PowerPoint)	8 hrs
VI. Internet and email (Browsers and Outlook)	8 hrs
VII. Data Entry	12 hrs
VIII. Practical Business Applications	20 hrs
IX. Business Math	16 hrs
X. Business Communications	20 hrs