

ADMINISTRATIVE ASSISTANT PROGRAM

This program provides instruction on the fundamentals of Microsoft Office & Workforce Readiness. The Microsoft applications will enable the user to create business documents; enabling students to perform technical aspects effectively as executive or administrative assistants. The Workforce Readiness course focuses on business communications, office procedures, customer service and records management. Upon completion, students will be prepared to be employed in administrative capacities.

QS-MST 501 MICROSOFT OFFICE SUITE

Course Description

Discover how to use and create documents, presentations and spreadsheets.

General Course Purpose

This course is designed to help the new user and those who want to become more efficient in using these programs.

Course Prerequisites/Co-requisites

High School Diploma or GED, and Typing 25 WPM

Course Objectives

Upon completion of this course, the student should be able to create a PowerPoint and master how to organize an Excel spreadsheet. Also, students will learn how to complete the following tasks:

- Recognize and use the various functions in Word, PowerPoint and Excel
- Develop a working vocabulary for Microsoft Office
- Utilize best practices and apply them to creating documents, spreadsheets & presentations
- Recognize and use applications and use variety of document designs for various industries to create professional looking documents.

Major Topics to be Included

How to:

- a. Microsoft Ribbon
- a. Create and organize files
- b. Format basic data
- c. Copy and paste data
- d. Insert/delete rows and columns
- e. Create and sort a simple chart
- f. Manually write formulas
- g. Insert built-in functions
- h. Reviewing document
- i. View letters and report

QS/WRS 600

WORKFORCE READINESS SKILLS

Course Description

This course focuses on topics which will assist a student in transitioning to a job in a professional environment, through the introduction of 21st Century job readiness skills.

General Course Purpose

This course teaches skills that the National Association of College and Employers (NACE) has delineated as a priority to employers.

Course Prerequisites/Co-requisites

High School Diploma or GED, and Typing 25 WPM

Course Objectives

Upon completion of this course, the student should be able to demonstrate their understanding of a wealth of information as discussed in the NACE program. Thus, students will be able to:

- Demonstrate digital and financial literacy
- Create a resume, cover letter & career plan
- Understand effective communication with peer, employer, and customers.
- Understand professionalism and work ethics
- Understand networking, time & task management
- Demonstrate team work

Major Topics to be Included

- a. Budgeting, paying bills, direct deposit, taxes and 401K planning
- b. Documents, presentations, email, and saving files
- c. Navigating the internet and conducting research
- d. Documenting job and volunteer experiences
- e. Identifying potential employers; writing professional documents and letters that are applicable for employment
- f. Completing an interest inventory sheet and assessing results using WIZARD
- g. Collaborating with people
- h. Participate in a mock interview
- i. Demonstrate problem solving and adaptability
- j. Calendar appointments & job responsibilities