

Administrative Assistant

AA106 Business Communications

Cr-3

This course covers the fundamental principles of effective business correspondence, report writing, and oral communications. These principles are applied first to sentences and paragraphs, and then to specific types of business communications. It includes a review of spelling, vocabulary, punctuation, grammar, and composition as necessary.

AA107 Keyboarding - Personal

Cr-1

This course develops touch control of the computer keyboard, proper techniques, and building speed and accuracy. Not for Administrative Assistant majors.

AA111 Keyboarding - Basic

Cr-3

This course introduces proper computer keyboarding techniques, builds speed and accuracy, and provides practice in formatting personal and business documents.

AA112 Keyboarding - Intermediate

Cr-3

This course concentrates on increasing keyboarding speed and accuracy, and providing practice on more advanced word processing and desktop publishing projects. Prerequisite: AA111 Keyboarding - Basic

AA203 Machine Transcription

Cr-3

This course provides intensive training in the transcription of letters, memoranda, and reports, using various types of equipment and instructional materials. Government, medical, legal, and business documents are keyboarded. Prerequisite: AA112 Keyboarding - Intermediate.

AA208 Office Administration

Cr-3

This course introduces the scope and responsibilities of administrative office management. Topics include information management as it relates to planning, organizing, operating, and controlling office operations, management leadership and human relations factors, salary administration, labor management relations, and office personnel problems and practices.

AA214 Keyboarding-Advanced

Cr-3

This course covers advanced word processing and desktop publishing skills. Decision-making, editing, abstracting information, setting priorities, and maintaining a smooth workflow are emphasized. Government, medical, legal, and business documents are keyboarded. Prerequisite: AA112 Keyboarding - Intermediate.