

ADMINISTRATIVE ASSISTANT (ADAS)

ADAS 2530 - Office Technology & Procedures II (3 Credits)

This capstone course enables students to integrate the skills previously learned in the program via a career-related office simulation. Students continue to learn Outlook as well as gaining knowledge of planning meetings and conferences. In addition, students research business data and learn about parliamentary procedures. Emphasis is placed on the development and exercise of decision-making ability and human relations skills.

Lecture: 3 hours

Prerequisite(s): OFTD 1140

ADAS 2570 - Administrative Office Management (3 Credits)

This course deals with the strategies and issues related to effective supervision of employees who work in an office environment. The relationship between office productivity and management activities such as planning, scheduling, organizing, implementing, evaluating and controlling is examined.

Lecture: 3 hours

ADAS 2580 - Office Administration Cooperative Education I (3 Credits)

This is a planned and supervised cooperative work experience that provides students with an opportunity to observe and participate in a work environment related to their academic interests. Students attend class on campus during weeks one through five then work approximately 13 hours a week in an approved Cooperative Work Experience Placement during weeks six through 15.

Lecture: 1 hour, Other: 13 hours