



ADMINISTRATIVE ASSISTANT

PROGRAM DETAILS

Program Description

The Administrative Assistant diploma program is designed to train students for employment in various industries that utilize Administrative Assistant skills and knowledge. Students who successfully complete this program will have knowledge and skills in such areas as Bookkeeping, Business Math, Administrative Support, Business Software Applications, Business Writing and Leadership. There are readings, projects, and exams as determined by each instructor to meet course and program objectives.

Program Objectives

Upon completion of the Administrative Assistant Program, students may seek entrylevel employment in business, government, or a variety of industries where basic administrative assisting skills are needed.

ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM

Course Number	Course Title	Credits	Pre-Requisites
ACCTG 101	Bookkeeping Basics	3.0	
BUS 106	Effective Administrative Support	3.0	
MATH 110	Business Math	3.0	
CIT 100	Introduction to Computers	3.0	
BUS 107	Introduction to the Workplace	3.0	
CIT 111	Introduction to Information Technology	3.0	
BUS 105	Workplace Performance	3.0	
BUS 104	Leadership and Supervisory Skills	3.0	
CIT 104	Internet Basics	3.0	
ENGL 203	Effective Business Writing	1.0	
EMPL 101	Employment Skills	3.0	

★ **ADMINISTRATIVE ASSISTANT PROGRAM**
1) Admission Requirements

1. Must be 18 years or older or have written permission from a parent or legal guardian.
2. Complete enrollment agreement for diploma and continuing education program.
3. Complete in-person interview.
4. Provide a copy of their high school diploma or GED or similar and translated document if they completed secondary education in another country. Documents from non-English speaking countries must be translated into English
5. Provide official transcript from other licensed or approved postsecondary schools if seeking transfer credit. Documents must be translated into English.
6. Official transcripts and any other documentation must be forwarded directly to the University by the granting institution.
7. Complete all financial obligations with Atlantis University and all required exit paperwork