

Administrative Assistant



PROGRAM SHEET



BUSINESS, MANAGEMENT, ADMINISTRATION

Possible Careers

- Administrative Assistant
- Desktop Publishing Specialist
- Software Trainer
- Office Manager/Coordinator
- Human Resources or Marketing Assistant
- Project Coordinator
- Help Desk Support

Salary Information

Average wage was \$12.54 an hour for 2007 Wisconsin Technical College Administrative Assistant graduates. Average annual salary was \$26,536. These rates typically increase with experience.



Associate Degree – 60 credits

Administrative Assistants are key members of a business team performing a variety of activities related to the operations of the business. They utilize advanced computer skills, as well as organizational and interpersonal abilities to create, integrate, and maintain business information.

The program helps students acquire advanced computer skills in word processing, spreadsheets, databases, presentations, desktop publishing, and web development, along with a practical command of written/oral communications and business procedures. The second year of the program allows more flexibility of scheduling so students can complete their degree while employed in the administrative assistant field.

Advanced Standing

Nicolet has partnered with most district high schools to grant college credit for selected high school courses. In addition, Nicolet will accept agreements between other Wisconsin Technical Colleges and their district high schools. Advanced standing is also available for skills acquired through work experience. Students are encouraged to use the advanced standing option.

Administrative Assistant

Administrative Assistant Degree Program Outcomes

- 1) Originate and process business-related written communications.
- 2) Demonstrate effective individual and collaborative oral communications skills in business settings.
- 3) Demonstrate successful team-building and interpersonal human relations skills in varied business environments.
- 4) Demonstrate a high level of motivation, initiative, organization, critical thinking and problem solving in independent and team-functioning business environments.
- 5) Demonstrate the ability to apply accepted business procedures in the international sector.
- 6) Integrate advanced technology applications (incl. word processing, e-mail, calendaring, presentations, spreadsheets, databases, and web-based documents) to maintain business-related information and complete business-related activities.
- 7) Demonstrate the ability to manage people, business processes, and facilities within a professional work environment.
- 8) Apply economic concepts and financial guidelines to business practices.
- 9) Apply ethical principles and maintain confidentiality in social, business, and professional activities.
- 10) Demonstrate the following professional traits while working in a business environment: professional appearance, punctuality, dependability, responsibility, positive attitude, flexibility and adaptability, and sound judgment.

Credit Transfer Agreements

Students who complete the Administrative Assistant degree can seamlessly transfer credits to Franklin University, apply their Nicolet administrative assistant degree credits towards a Bachelor of Science degree in technology management, and complete this degree through distance learning. Contact the Academic Advising Office at 365-4493 or 4501 for more information.

Curriculum	Credits
First Year	
Fall Semester	
*10-106-116 Document Processing	3
*10-106-125 WorkPlace Communications	2
*10-106-130 Integrated Computer Applications, Beginning	4
*10-106-151 Career Management I	1
10-801-195 Written Communications	3
	13
Spring Semester	
*10-103-119 Desktop Publishing	2
*10-106-126 Editing Business Applications	3
*10-106-131 Integrated Computer Applications, Intermediate	4
*10-106-170 Administrative Procedures	3
10-801-196 Oral/Interpersonal Communication	3
	15
Fall Semester	
*10-106-132 Integrated Computer Applications, Adv.	4
*10-107-162 Microcomputer Support	2
10-804-123 Math with Business Applications	3
*10-106-152 Career Management II	1
10-801-197 Technical Reporting	3
10-809-195 Economics	3
	16
Spring Semester	
*10-101-101 Office Accounting I	2
*10-103-165 Web Page Development	2
*10-106-175 Project Management	3
*10-106-190 Administrative Assistant Internship	3
10-809-197 Contemporary American Society	3
10-809-199 Psychology of Human Relations	3
	16

*Students must have a grade of "C-" or better in any course to progress in courses which require that course as a prerequisite and a grade of "C-" or better in all core courses to graduate. A cumulative G.P.A. of 2.0 is required for graduation.



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