

# Administrative Assistant

Enroll in Highline Community College's Administrative Assistant program and you will learn the practical skills needed to succeed in today's competitive work environment. You can choose from either the two-year Associate of Applied Science Degree program or the one-year Administrative Assistant Certificate program.

Both programs include a variety of business information technology courses that provide a well-rounded education using current procedures, processes and equipment. In the two-year degree program, you will also have the choice of business and industry specializations, including legal, medical, international business or e-commerce. The one-year certificate program will introduce you to a wide range of important topics through courses in customer service and human relations.



With flexible registration, Highline makes it easy for you to get started. Register today and see why Highline is "Student Centered, Career Focused."

## Graduate Credentials

### Associate of Applied Science Degree (AAS)

This degree is rapidly becoming the credential preferred by employers for entry-level employment. In addition to specific job skills, graduates will receive education in communication skills, computational skills, applied sciences, computer literacy, human relations and social science. An AAS can be earned in 2 years.

### Certificate of Completion(C)

The certificate program emphasizes preparation in specific job skills required for entry-level employment. A certificate can be earned in 4 quarters.

For more information contact:

**Joy Smucker**  
206-878-3710, ext 3856  
jsmucker@highline.edu  
<http://flightline.highline.edu/btech/>

## Administrative Assistant Degree

Prerequisites: 100, 102, 104 or passing 30 words per minute computer skills proficiency test.

BTECH 100	Introduction Computers/Keyboard	3
BTECH 102	Keyboarding	5
BTECH 104	Keyboarding Speed/Accuracy	3

## Required Business Information Technology Courses

BTECH 106	Word-Processing/Formatting	3
BTECH 108	Excel and 10 key	3
BTECH 109	Advanced Excel	2
BTECH 110	Business Procedures I	5
BTECH 112	Introduction to Internet	2
BTECH 114	Introduction to PowerPoint	2
BTECH 116	Introduction to MS Access	3
BTECH 138	Records/Database Management	5
BTECH 139	Pre Co-op Seminar	1
BTECH 150	Office Management	5
BTECH 151	Web Design	5
BTECH 211	MS Office	5
BTECH 216 or 218	Desktop Publishing	5
BTECH 217	MS Word	5
BTECH 220	Business Procedures II	5

**Total 56**

## Required Business and Industry Emphasis Courses

\*Work with an advisor to plan out area of emphasis, which might include legal, medical, international business, e-commerce, or general administrative assistant.

BTECH 140	Co-op Education	3-5
BTECH 141	Co-op Education Seminar	1
*10 credits in Emphasis area		10

**Total 14-16**

## Required Other Department Courses

BUSN 121	Practical Accounting	5
BUSN 165	Managing Customer Service	5
PSYCH 120	Psychology of Human Relations	5
or		
SOC 110	Survey of Society	5
or		
BUSN 160	Human/Labor Relations	5
WRIT 101	Principles of Writing	5
<b>Total</b>		<b>20</b>

**Total Credits 90-92**

## Administrative Assistant Certificate

Prerequisites: 100, 102, 104 or passing 30 words per minute computer skills proficiency test.

BTECH 100	Introduction Computers/Keyboard	3
BTECH 102	Keyboarding	5
BTECH 104	Keyboarding Speed/Accuracy	3

## Required Business Information Technology Courses

BTECH 106	Word-processing/Formatting	3
BTECH 108	Excel and 10 key	3
BTECH 110	Business Procedures I	5
BTECH 112	Introduction to Internet	2
BTECH 116	Introduction to MS Access	3
BTECH 139	Pre Co-op Seminar	1
BTECH 140	Co-op Education	3-5
BTECH 141	Co-op Education Seminar	1
BTECH 211	MS Office	5
BTECH 217	MS Word	5

**Total 31-33**

## Required Other Department Courses

BUSN 121	Practical Accounting	5
BUSN 165	Managing Customer Service	5
PSYCH 120	Psychology of Human Relations	5
or		
SOC 110	Survey of Society	5
or		
BUSN 160	Human/Labor Relations	5
WRIT 101	Principles of Writing	5

**Total 20**

**Total Credits 51-53**



**We're  
Saving You  
a Seat.**



For information on applying to Highline Community College or to receive an admissions packet, please contact:

**Entry Services**  
(206) 878-3710 ext. 3181  
TDD: (206) 870-4853  
[www.highline.ctc.edu](http://www.highline.ctc.edu)

Highline Community College  
2400 South 240th Street  
Des Moines, WA 98198-9800

*Main entrance located one block west of Pacific Highway South and 240th Street intersection.*

# Administrative Assistant

**Degree  
Certificate**

*Curriculum Guides*

Tuition is set by the Washington State Legislature and is subject to change.

Tuition for Fall 2001 is:  
Full-time Residents \$581.00\*  
Full-time Non-Residents \$2,287.00\*

\* There are additional costs for books, supplies, and lab fees.

This publication was developed with funds from the Carl D. Perkins Act. The contents of this brochure shall not be construed as a contract between Highline Community College and prospective or enrolled students. Every effort has been made to insure its correctness, but college regulations and program requirements may change during the period in which it is in force. In the event of a change in regulations or program requirements, the current regulations all govern. Highline Community College provides equal opportunity in education and employment and does not discriminate on the Highline Community College basis of race, color, national origin, sex, or disability.