



THE UNIVERSITY OF ARIZONA

CONTINUING AND PROFESSIONAL EDUCATION

Administrative Office Assistant Career

MSB101 / 180 Hours / 12 Months / Self-Paced / Materials Inc

Course Overview:

In this course, we will discuss and become proficient in the skills necessary to succeed as an administrative reception skills, technology, correspondence, calendar management, bookkeeping, travel planning, and

About ProTrain:

ProTrain is committed to offering world class interactive online courses that provide training and learning during their experience. The ProTrain course structure has been developed to provide activities to guide learning. Learning activities include hands-on assignments that allow students to use what they are learn work environments; and collaborative assignments, like wikis and discussion groups that allow them to s same course.

While a student learns, they are not alone. Each student will receive guidance and support from his or he and Student Services Specialist (SSS) representative. In addition, we will offer live monthly webinars and categories. Throughout the entire course, students are monitored by the SSS representative using progr System (PRS).

ProTrain will provide Students who successfully complete their online certification programs and pass th to the new ProTrain Education-2-Employment Career Tracker system. The Career Tracker will allow our s resumes at no additional cost, and letting industry employers find their talent through the same database

Curriculum Developer Biography:

Laurie Gilbreath holds a Master of Arts in Education and has 15 years' experience in K-12, higher educat worked for 10 years as a professional development facilitator and designer and an educational trainer. SI educational ebooks in topics ranging from healthcare to business to administration and quality manager she has worked as a freelance writer and editor for 10 years. Her publications include scholarly articles, t and fiction.

Course Outline:

Introduction to Administrative Office Assistant Course

In this lesson we will introduce why an administrative assistant is needed and become familiar with the th

administrative assistant.

Lesson 2: Daily Duties of the Administrative Assistant

In this lesson we will discuss the typical daily schedule of the administrative office assistant, including of professionalism.

Lesson 3: Travel and Calendar

In this lesson we will discuss procedures for making travel arrangements, time management, and calend

Lesson 4: Office Equipment

In this lesson we will become familiar with the use of office equipment, including the computer, the interr fax machine.

Lesson 5: Office Etiquette

In this lesson we will discuss the importance of office etiquette as well as the rules and habits of positive

Lesson 6: The Virtual Assistant

In this lesson we will become familiar with how a virtual administrative assistant performs his or her dutie

Lesson 7: Business Documents

In this lesson we will discuss business documents, including the business letter, forms of address, other

Lesson 8: Language Usage

In this lesson we will discuss language usage, grammar, written and oral communication, and numerals.

Lesson 9: Business Math

In this lesson we will discuss business math concepts including use of a calculator, use of a spreadsheet graphs and charts.

Lesson 10: Bookkeeping and Accounting

In this lesson we will discuss bookkeeping, bookkeeping software, banking, financial information, and ta:

Lesson 11: Career Advancement

In this lesson we will discuss presentation and communication skills, office management and supervisor

All necessary materials are included.

System Requirements:

Internet Connectivity Requirements:

- Cable and DSL internet connections are recommended.

Hardware Requirements:

- Minimum Pentium 400 Mhz CPU or G3 Macintosh. 1 GHz or greater CPU recommended.
- 256MB RAM minimum. 1 GB RAM recommended.
- 800x600 video resolution minimum. 1025x768 recommended.
- Speakers/Headphones to listen to Dialogue steaming audio sessions.
- A microphone to speak in Dialogue streaming audio sessions.

Operating System Requirements:

- Windows Vista, 7, 8, 8.1
- Mac OSX 10 or higher.
- OpenSUSE Linux 9.2 or higher.

Web Browser Requirements:

- Google Chrome is recommended.
- Firefox 13.x or greater.
- Internet Explorer 6.x or greater.
- Safari 3.2.2 or greater.

Software Requirements:

- Adobe Flash Player 6 or greater.
- Oracle Java 7 or greater.
- Adobe Reader 7 or greater.

Web Browser Settings:

- Accept Cookies<./li>
- Disable Pop-up Blocker.

**Outlines are subject to change, as courses and materials are updat