

# ADMINISTRATIVE ASSISTANT OCCUPATIONAL ENDORSEMENT

## University of Alaska Fairbanks Northwest Campus

This occupational endorsement represents much of the course work required for UAF's applied business management certificate. Students must complete all courses with a grade of C- or better and satisfactorily complete a two-week practicum at the culmination of training in order to earn the endorsement. Students must complete UAF's application process and demonstrate an appropriate English writing level for ABUS F170 Business English (as shown by English placement scores).

## COURSES

### ABUS F102A: Keyboarding: Touch Typing (1 cr)

Instruction in the mastery of alphabetic keyboard touch typing, skill building and document formatting.

### ABUS F102C: Keyboarding: Document Formatting (1 cr)

Instruction in the mastery of alphabetic keyboard touch typing, skill building and document formatting.

### ABUS F154: Human Relations (3 cr)

Attitudes, self-concepts, personal communication styles, motivation, interactions, positive reinforcements, team building and leadership development.

### ABUS F170: Business English (3 cr)

Comprehensive review of grammar, punctuation, capitalization and spelling, with emphasis on business and office occupations.

### ABUS F182: Office Procedures (3 cr)

Duties and responsibilities of general office employees including filing, processing mail, telephone communication, meeting the public, office supplies, banking, employment procedures and grooming.

### ABUS F183: Professional Skills for the Job Hunt (1-3 cr)

Practical information necessary to help students choose meaningful employment as well as build their own employment portfolio. Materials used will allow students to learn more about themselves, engage in personal assessment and learn how this information relates to different careers. Students will complete target resumes, cover letters, follow-up letters, applications, job search strategies, mock job interviews and a professional portfolio. This class is designed for students embarking into the job market.

### ABUS F199: Practicum in Applied Business (1-3 cr)

Supervised training and work experience. Analysis of work experience and relationship of the job to career and academic goals. Managerial concepts, problems of working with groups and individuals, organizational structures, communications and planning.

### ABUS F271: Business Communications (3 cr)

Composition and evaluation of various kinds of common communications between a business person and associates, customers and dealers. Included are interoffice memos, letters, reports and oral communications. Recommended: Placement in WRTG F111X.

## OCCUPATIONAL ENDORSEMENT REQUIREMENTS

16 credits total

Course	Cr
Select one of the following: • ABUS F102A <b>Keyboarding: Touch Typing</b> • ABUS F102C <b>Keyboarding: Document Format</b>	1
ABUS F154 <b>Human Relations</b>	3
Select one of the following: • ABUS F170 <b>Business English</b> • ABUS F271 <b>Business Communications</b>	3
ABUS F182 <b>Office Procedures</b>	3
Select 6 credits from the following (each is 1-3 cr): • ABUS F183 <b>Professional Skills for the Job Hunt</b> • ABUS F199 <b>Practicum in Applied Business</b> • CIOS F130 <b>Microcomputer Word Processing</b> • CIOS F135 <b>Microcomputer Spreadsheets</b> • CIOS F150 <b>Computer Business Applications</b>	6

### CIOS F130: Microcomputer Word Processing (1-3 cr)

Comprehensive exploration of topics related to using microcomputer word processors. Includes creating, formatting and revising documents; using proofreading and editing tools; implementing styles; using templates; and customizing the application.

### CIOS F135: Microcomputer Spreadsheets (1-3 cr)

Comprehensive exploration of topics related to using microcomputer word processors. Includes creating, formatting and revising documents; using proofreading and editing tools; implementing styles; using templates; and customizing the application.

### CIOS F150: Computer Business Applications (1-3 cr)

Basic introduction to using a computer and office applications. Includes the operating system, how to save/retrieve files, word processing (document creation and formatting), spreadsheets (basic formulas and functions), and the Internet (browsing, searching and e-mail).

## PLANNED COURSE ROTATION

Semester	Courses offered
FALL	ABUS F154 <b>Human Relations</b> ABUS F182 <b>Office Procedures</b>
SPRING	CIOS F150 <b>Computer Business Applications</b> (includes 1 cr. of CIOS F130 & CIOS F135) ABUS F170 <b>Business English</b> — or — ABUS F271 <b>Business Communications</b>
SUMMER	ABUS F102A & F102C <b>Keyboarding</b> ABUS F183 <b>Pro Skills for Job Hunt</b> — or — ABUS F199 <b>Practicum in Applied Business</b>

