



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Introduction to Administrative Assisting
Course Number: AOT110

Required Materials

Textbook(s): None
Required Readings: None
Additional Materials: Working PC/Mac (Chromebooks cannot be used), web cam, microphone, Internet access, Microsoft Office 2021/365 (installed on your PC not the app version)

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

Week	Chapter/Topic/Lab
Week 1	Introduction <ul style="list-style-type: none"> • Who Are You? Introduction • Honesty in Learning Quiz • Syllabus Quiz • WordArt
Weeks 2-4	Introduction to Being an Administrative Assistant <ul style="list-style-type: none"> • Interview Questions uploaded • Administrative Assistant? • Self-Improvement Plan • Review of AOP Programs and Curriculum Sheets • Career Services – Career Coach
Weeks 5-7	Administrative Assistant Panel Interviews <ul style="list-style-type: none"> • Attend panel interviews • Work on reflection paper during weeks 6 and 7
Week 8	Professional Organizations and Certifications <ul style="list-style-type: none"> • Professional Organizations Research 1 • Professional Certification Research 2 • Microsoft Office Specialist (MOS) Certification Questions
Week 9	Leading People

Week	Chapter/Topic/Lab
	<ul style="list-style-type: none"> • 10 Common Leadership Styles • Team Member Problem • Administrative Assistant Panel Interviews Reflection paper (from weeks 5, 6 and 7)
Weeks 10-11	Business Scenario Introduction & Phone Calls/Appointments <ul style="list-style-type: none"> • Locating Resource Material • Creating an Organization Chart • Communicating Clearly • Receiving Phone Calls • Placing Phone Calls • Scheduling Appointments
Weeks 12-14	Business Scenario (records management) <ul style="list-style-type: none"> • Records Management Quiz • Alphabetizing Names • Communicating Clearly
Week 15	Business Scenario (travel) <ul style="list-style-type: none"> • Finals week review
Week 16	Research and Plan a Trip <ul style="list-style-type: none"> • Trip Itinerary • Business Expense Report • Scheduling Classes