

## **Administrative Assistant Mission Statement**

The mission of the Administrative Assistant program is to enable students to obtain in-depth employability skills in the most current classroom and hands-on office support situations. Students will utilize current technology to develop new skills and attributes required for successful entry into the office support field. Students are encouraged to further their education and improve their employability by becoming lifelong learners. The program will continually assess student outcomes and community needs to identify and implement methods and strategies to achieve its mission more effectively.

### **Educational Goals**

The Administrative Assistant program at Southwestern Illinois College will graduate students who can:

- Read, write, and speak effectively using business terminology.
- Develop the necessary keyboarding skills to properly create and format documents.
- Demonstrate competence in implementing the computer skills required in the creation of word processing documents, spreadsheets, databases, presentations, and email, as well as be able to use the Internet to locate specific information.
- Display professional behaviors complimentary to the profession through sound ethical decision making.
- Locate and utilize resources to promote continued learning.

*Reviewed: 9-5-2003  
Submitted by Tina Dierkes  
Division: Business  
Status: Approved*