

Associate in Applied Science

Human Resource Assistant (HRA) D245

The Human Resource Assistant program prepares and trains students for entry-level positions in a human resource department. The program is designed to assist and lead human resource functions in business, industry, government and nonprofit organizations. Coursework will lead students to explore how HR professionals develop and attract employees, handle disputes, conduct discipline and work with a variety of people in an array of work settings.

Students will learn how to apply skills, knowledge, and abilities in core human resource functions such as human resource information systems, record keeping, compensation and benefits administration, and staffing procedures in an organization. Graduates will be able to effectively manage issues such as compensation and benefits, perform employee training, manage staffing, understand labor relations, and organizational communications.

Human Resource Assistant (HRA) D245

FIRST SEMESTER

ACC 1101	Applied Accounting	4
BUS 1101	Introduction to Business	3
DAP 1201	Business Computer Systems	3
ENG 1111	Composition I	3
or		
ENG 1201	Communications	
SPE 1101	Fundamentals of Effective Speaking	3
or		
SPE 1111	Interpersonal Communications	

16

SECOND SEMESTER

BMG 2103	Business Statistics	3
BMK 2101	Principles of Marketing	3
BUS 2201	Principles of Management	3
DAP 1236	Keyboarding Essentials	3
DAP 1237	Presentation and Promotion	3
ENG 1121	Composition and Analysis	3
or		
ENG 1212	Technical Writing	

18

THIRD SEMESTER

ACC 2101	Financial Accounting	4
BMG 2204	Human Resource Management	3
BUS 2205	Legal and Ethical HR Issues	3
ECN 2101	Principles of Macroeconomics	3
PSY 1101	General Psychology I	3
		16

FOURTH SEMESTER

ACC 2102	Managerial Accounting	4
BUS 2206	Development and Training	3
BUS 2207	HR Assistant Internship	2
BUS 2208	Performance Management	3
CIS 1286	Database	3
		V3
		15

Total Hours 65

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.iecc.edu/consumer/.



Olney Central College

www.iecc.edu/occ

Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

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Office Careers



Olney Central College
Olney, IL



an Illinois Eastern Community College



Office Administration

The Office Administration degree prepares students for a career in a professional office environment. As the business office relies increasingly on technology, organizations need well-trained, capable individuals to ensure that daily tasks are handled efficiently and effectively.

This program is designed to provide graduates with skills in business principles, office procedures, software applications and communication needed for a career in office management or office administration. This includes proficiency in using office technology, creating presentations, developing databases, designing newsletters, setting up telephone and web conferences and creating

spreadsheets. Students will learn the technical and interpersonal skills that will make them key players in day to day operations. Students will study the current Microsoft Office applications including word processing, spreadsheets, databases, desktop publishing, and other communications technologies, allowing them to develop skills that will move them to the top of an organization's must-hire list. Students will also take the Microsoft certification exams in Word, Excel, and Access; as an option, students may also test in Outlook and PowerPoint. This program is offered online.

Certificate

Office Administration (OFADM) C246

FIRST SEMESTER

ACC 1101	Applied Accounting	4
BUS 1101	Introduction to Business	3
DAP 1201	Business Computer Systems	3
		<u>10</u>

SECOND SEMESTER

BMG 2103	Business Statistics	3
BMK 2101	Principles of Marketing	3
BUS 2201	Principles of Management	3
DAP 1236	Keyboarding Essentials	3
DAP 1237	Presentation and Promotion	3
		<u>15</u>

Total Hours 25

Associate in Applied Science

Office Administration (OFADM) D247

FIRST SEMESTER

ACC 1101	Applied Accounting	4
BUS 1101	Introduction to Business	3
DAP 1201	Business Computer Systems	3
ENG 1111	Composition I	3
SPE 1101	Fundamentals of Effective Speaking	3
		<u>16</u>

SECOND SEMESTER

BMG 2103	Business Statistics	3
BMK 2101	Principles of Marketing	3
BUS 2201	Principles of Management	3
DAP 1236	Keyboarding Essentials	3
DAP 1237	Presentation and Promotion	3
ENG 1121	Composition and Analysis	3
		<u>18</u>

THIRD SEMESTER

ACC 2101	Financial Accounting	4
BOC 2216	Electronic Records Management	3
CIS 1278	Spreadsheet	V3
ECN 2101	Principles of Macroeconomics	3
PSY 1101	General Psychology I	3
		<u>16</u>

FOURTH SEMESTER

ACC 2102	Managerial Accounting	4
BOC 2217	Professional Development	3
BOC 2218	Office Administration Internship	2
CIS 1207	Business Applications of Web Design	V3
CIS 1286	Database	V3
		<u>15</u>

Total Hours 65