

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 |
| | | <u>16</u> |

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 |
| | | <u>V3</u> |
| | | <u>15</u> |

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