

## Administrative Assistant

One minute you're making sure your boss is prepared for a meeting and the next you're sorting through mail and fielding phone calls. As an administrative assistant you're definitely not limited to one type of task! Students preparing for a career in this field gain high level technology and managerial skills while mastering office procedures, telephone etiquette and customer service skills. Upon the completion of this program, you'll have the skills you need to take the Certiport IC3 and Microsoft Office Specialist certifications.

### Administrative Assistant: How You'll Learn Hands-On

Get out of the classroom and into the real world with projects such as:

- Mastering Microsoft Office
- Learning event planning essentials

### Where it Can Take You

Use the skills you'll learn in this program to find a career you'll love. Possibilities include:

- Secretary
- Administrative Assistant
- Executive Assistant
- Office Manager

### What You'll Learn

| Course                                      | Hours      |
|---|------------|
| Administrative Technologies II              | 120        |
| Career Major Capstone                       | 120        |
| Fundamentals of Administrative Technologies | 120        |
| Fundamentals of Technology                  | 120        |
| Office Administration & Management          | 120        |
| Personal Finance                            | 120        |
| <b>Total</b>                                | <b>720</b> |

## Career Readiness Certificate

[WorkKeys®](#), an assessment tool from the ACT® organization, measures skills employers have identified as critical to job success in their industry and are used in hiring and promoting employees. Students are able to earn the ACT®-issued [National Career Readiness Certificate](#) by meeting the score requirements for their job field on three WorkKeys® assessments.

Matching the right employees with the right job creates employee job satisfaction, increased self-confidence and the best wages possible for the employee. The employer benefits with reduced turnover and training, increased productivity and overall company success. To learn about the WorkKeys® scores needed for your future career field visit [Job Profiles](#).

The required WorkKeys scores for this career major are:

Applied Math - 3

Workplace Documents - 3

Graphic Literacy - 3

## Graduation Requirements

In order to be successful in a career, students will need to meet all technical and academic standards related to their career of choice at Meridian. Meridian offers rigorous programs of study designed in cooperation with business and industry to ensure students are fully prepared for the demands of the workplace.

## Meridian's Career Ready Credential

When a student completes all standards as set forth in their program of study, they will be considered a graduate of Meridian and receive the Career Ready Credential. Students who do not meet these standards will not be considered graduates of Meridian. Students should have:

- Completed all courses in a career major with a grade of "C" or above and achieved required industry-based certifications for the career major
- Achieved WorkKeys® scores at or above the level required for the career major or earned an ACT® composite score of 19 or greater (Students may substitute equivalent scores on SAT, ACCUPLACER or other approved assessments.)

## Additional Endorsements

Students earning a Career Ready Credential may also earn the Postsecondary Ready Endorsement, Citizenship Ready Endorsement and the National Career Readiness Certificate (CRC).

### Postsecondary Ready Endorsement

- Earned, or was on track to earn, a high school diploma or GED at the time of Meridian graduation
- Achieved a subscore of 19 or greater on the ACT® in math, English, reading and science (Students may substitute equivalent scores on SAT, ACCUPLACER or other approved assessments.)

### Citizenship Ready Endorsement

- Completed employment profile, résumé, job application, cover letter, mock interview and job search training through [OKJobMatch.com](http://OKJobMatch.com)
- Documented active membership in a [CareerTech Student Organization](#) or professional association related to the program of study
- Documented 20 hours of volunteerism or service in a community activity

### National Career Readiness Certificate (CRC)

- Completed WorkKeys® assessments in Applied Math, Graphic Literacy and Workplace Documents and received a silver, gold or platinum National [Career Readiness Certificate](#) through the Oklahoma Department of Career and Technology Education.

## Get Started

Apply for [admission as a high school student](#). Apply for [admission as an adult](#). Contact the Career Planning Center with questions at [405.377.3333](tel:405.377.3333).