

## The Administrative Assistant Program

- ✓ Business, Management, and Technology career interest area
- ✓ Internship opportunities available
- ✓ Associate in Applied Science Degree, Certificate and Basic Certificate available
- ✓ Convenient day and evening hours for both full and part-time students
- ✓ Possible credit for high school courses under Tech Prep Articulation Agreement
- ✓ ECEP credit for prior learning may be available to qualified students

- ✓ Educational guarantee of job competency for Associate in Applied Science Degree and Certificate graduates
- ✓ Many courses transfer to four-year colleges and universities: contact the Transfer Center at 2310 for a copy of the Career Program Transfer Guide
- ✓ Financial aid including grants and scholarships available to qualified students
- ✓ Expert, caring faculty with real-world work experience
- ✓ Career Development and Job Center available
- ✓ Child care facilities and public transportation available at main campus

For more information, please contact the Business & Technology Programs office at (708) 596-2000, Ext. 2664.



### SOUTH SUBURBAN COLLEGE

15800 S. State St.  
South Holland, IL 60473  
[www.ssc.edu](http://www.ssc.edu)

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## MANAGEMENT - ADMINISTRATIVE ASSISTANT PROGRAM

**Earn your Basic  
Certificate or  
Associate in Applied  
Science Degree  
in this Accredited  
Program.**

## Employment Profile

Overall employment of secretaries and administrative assistants is expected to grow 12 percent from 2010 to 2020, about as fast as the average for all occupations. Among specialties, medical secretaries are expected to have a much faster than average employment growth. This is driven by the rapid growth of the healthcare industry. The majority of job openings will result from the need to replace workers who leave these occupations. Job opportunities should be best for applicants with extensive knowledge of computer software applications. Secretaries and administrative assistants generally advance through promotion to other administrative positions with more responsibilities. Qualified administrative assistants who broaden their knowledge of a company's operations and enhance their skills may be promoted to senior or executive secretary or administrative assistant, clerical supervisor, or office manager.

The median annual salary for administrative assistants and secretaries is \$34,660, while managers and supervisors can earn substantially higher wages. Earnings will vary depending upon size of company, location, industry, function, responsibilities, education, experience and ability.

Additional information may be found on the SSC website, [www.ssc.edu](http://www.ssc.edu), under Academics/ Career Education Programs. Occupational outlook information for Illinois may be found on the Internet by visiting either [stats.bls.gov](http://stats.bls.gov) or [lmi.ides.state.il.us](http://lmi.ides.state.il.us).

**Our Mission Is To  
Serve Our Students  
and the Community  
Through Lifelong  
Learning.**

## Program Information

The Administrative Assistant program at South Suburban College provides a solid core of educational preparation for a variety of jobs in this field. Courses will include English and communication, accounting, supervisory management, economics, business law, total quality management, and computer applications for business.

## Admission Requirements

Admission requirements vary for each of the programs and are described in the college catalog.

## Administrative Assistant Program Overview

Administrative Assistants combine a variety of tasks into their workdays. These tasks can require human relations, accounting, and computer skills. Individuals in this field must possess an overall knowledge of office functions, plus the managerial and technical skills required to perform effectively in today's corporate environment of total quality management (TQM).

