



2009-2010
Career and Technical
Programs

Business
Department
(541) 463-5221

Two-Year Associate
of Applied
Science Degree,
Administrative
Assistant

Career Pathway
Certificate of
Completion, Legal
Office Skills

Career Pathway
Certificate of
Completion, Office
Software Specialist

Career Pathway
Certificate of
Completion, Small
Business Ownership

Administrative Assistant

Purpose To train administrative assistants for a wide variety of office support duties. They may handle correspondence, maintain electronic and manual files, assist with financial record keeping, operate a variety of office equipment, assist customers, answer telephones, act as a receptionist, perform general office duties, and use personal computers for internet research, word processing, and financial analysis.

Administrative assistants can work effectively as a member of a team, as well as provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests. Administrative assistants will have high proficiency in document production and the use of computer software programs, including the ability to assist others with computer problem solving. They are capable of assuming some executive decision-making responsibilities. This program provides the foundation necessary to prepare for the Certified Professional Secretary examination. Upon successful completion of the first year courses, students will be eligible for the Business Assistant One-Year Certificate of Completion.

Learning Outcomes The graduate of the Associate of Applied Science program will be able to:

- organize and manage the daily business functions of an organization.
- use software including word processing, spreadsheets, databases, and Web tools to input, manage, and interpret information to meet organizational needs.
- perform on the job in ways that reflect professional ethics, legal standards, and organizational expectations.
- create professional, accurate documents.
- anticipate and actively explore innovative solutions to technological and organizational challenges.
- provide basic training and technical support for office equipment and software systems.

- understand accounting as the “language of business.”
- engage customers and co-workers in a purposeful manner – listening to and accurately interpreting their responses within diverse cultural contexts.
- use research and analytical skills to support the activities of the organization.
- work independently within diverse business environments, apply individual strengths and critical thinking to collaborative efforts.
- make effective presentations to internal and external audiences.
- use appropriate library and information resources to research business topics.
- apply critical thinking and analytical skills in decision making and problem solving.
- perform administrative, management, financial, and Web support functions using technology.
- apply and integrate advanced computer software applications to complete complex projects and documents.
- use communication, teamwork, and interpersonal skills for internal and external customer support.
- perform in office management level positions after additional office experience.
- have enhanced employment opportunities based on selection of directed electives, such as accounting, E-Business, legal, and medical.
- formulate questions that can be addressed with data and collect, organize, and display relevant data to answer them.
- use good keyboarding skills to prepare documents quickly and accurately according to employer standards.

Employment Trends For administrative assistants, the projected number of annual openings for the state of Oregon is 583, with approximately 51 in Lane County. Employers particularly seek employees with good communication, teamwork, and interpersonal skills, as well as those who present themselves in a professional manner. Workers with postsecondary training have a competitive advantage in the labor market.

Administrative Assistant

Wages Statewide wages for administrative assistants average \$18.97 hourly and \$39,444 annually plus benefits. Lane County wages average \$18.69 hourly and \$38,876 annually plus benefits.

Costs in Addition to Tuition (estimate)*

Books and fees..... \$2,550

Some Business courses have a one-time fee of \$5 per term to help support the Student Resource Center. See the Business department for details.

* Subject to change without notice.

Prerequisites The entering student must have the ability to type by touch, have a basic knowledge of the Windows operating system, and place at least into WR 121 and MTH 060, or take classes to reach these levels before enrolling in program courses. Before enrolling in BA 214 Business Communications, students must pass a Language Skills and Proofreading test in the Testing office or pass BT 180 Business Proofreading and Editing. A computer is highly recommended for all Business Department majors; contact the department or advisor for details.

Cooperative Education (Co-op) Co-op offers students graded college credit for on-the-job work experience related to educational and career goals. Through Co-op, students connect theory and practice, develop skills, expand career knowledge, and make contacts for future employment. Three credits of Co-op are required for the AAS degree. Additional Co-op credit is strongly recommended as an elective. Contact Jamie Kelsch, Administrative Assistant Co-op Coordinator, Bldg. 2, Rm. 143, (541) 463-5540.

Program Advisor Deb Hupcey, Bldg. 2, Rm. 135, (541) 463-5635, hupceyd@lanec.edu

Program Counselor Marva Solomon, Bldg. 1, Rm. 103B, (541) 463-5625, solomonm@lanec.edu

Administrative Assistant

Two-Year Associate of Applied Science Degree

First Year	Fall
BT 120 MS WORD for Business ^{*,D,G}	3
BT 146 Team Building Skills ^{D,G,H}	4
CIS 103 Computer Fundamentals: Systems at Work ^{D,G}	4
MTH 060 Beginning Algebra or higher ^{*,D,G,M}	4
Total Credits	15

Winter	Spring
BA 101 Introduction to Business ^{D,G}	4
BT 114 MS EXCEL for Business ^{*,B,D,G}	4
BT 165 Introduction to the Accounting Cycle ^{B,D,G}	4
WR 121 English Composition: Exposition and Introduction to Argument ^{*,D,G,W}	4
Total Credits	16

Spring	Total Credits
BA 195 Service and Ethics in Business ^{*,D,G}	1
BA 214 Business Communications ^{*,D,G}	4
BA 218 Personal Finance ^{D,G}	4
BT 144 Administrative Procedures ^{*,D,G}	4
Total Credits	13

Second Year	Fall
BT 220 MS WORD for Business – Expert ^{*,D,G}	3
BT 245 Office Management ^{*,D,G}	3
Directed Elective ^{3,D,G}	4
Speech course ^{A,D}	4
Choice of:.....	3
Physical Education Activity requirement ^{1,2,R}	
Health requirement ^{2,R}	
Total Credits	17

Winter	Total Credits
BT 243 Document Formatting ^{*,D,G}	4
Directed Elective ^{3,D,G}	4
Directed Elective ^{3,D,G}	4
MTH 065 Elementary Algebra or higher ^{*,D,G,S}	4
Total Credits	16

Spring	Total Credits
BA 278 Leadership and Team Dynamics ^{D,G,H}	4
BA 280AA Co-op Ed: Admin Assist ^{D,G}	3
Directed Elective ^{3,D,G}	4
BT 248 Integrated Office Systems ^{*,D,G}	4
Total Credits	15

1. PE Activity, credits must be taken in at least two terms to satisfy degree requirement.
2. Can be taken any term.
3. Students must choose a minimum of 16 credits in one or more areas from the following Directed Electives list (can be from more than one category):

Accounting Electives

BA 211 Financial Accounting ^{*,D,G}	4
BA 213 Managerial Accounting ^{*,D,G}	4
BA 215 Accounting: Language of Business Decisions ^{*,D,G}	4
BA 217 Budgeting for Managers ^{*,D,G}	4
BT 113 QuickBooks ^{D,G}	3
BT 170 Payroll Records and Accounting ^{*,B,D,G}	4
BT 171 Payroll Laws and Regulations ^{D,G}	4
BT 172 Tax Concepts and Preparation ^{D,G}	4
BT 175 Survey of Accounting Software ^{*,B,D,G}	4
BT 217 MS EXCEL for Business – Expert ^{*,D,G}	3
BT 263 Applied Financial Accounting ^{*,D,G}	5

Note: Because BA 211 and BA 215 have similar course outcomes, only one of these courses may be counted as a directed elective.

E-Business Electives

BT 129 Business Web Pages ^{D,G}	3
BT 251 E-Business Fundamentals ^{*,D,G}	3
BT 252 Web Tools: Photoshop and Dreamweaver ^{D,G}	4
BT 253 Internet Marketing ^{D,G}	4

Legal Office Electives

BA 226 Business Law ^{D,G}	4
LGL 100 Introduction to the American Legal System ^{D,G}	4
LGL 201 Legal Procedures 1 ^{*,D,G}	4
LGL 202 Legal Procedures 2 ^{*,D,G}	3
LGL 203 Legal Procedures 3 ^{*,D,G}	3

Medical Office Electives

HIT 196 Medical Transcription 2 ^{*,D,G}	2
HO 100 Medical Terminology 1 ^{D,G}	3
HO 110 Medical Filing and Records Mgmt ^{D,G}	3
HO 112 Medical Insurance Procedures ^{*,D,G}	3
HO 195 Medical Transcription 1 ^{*,D,G}	2

Administrative Assistant

Additional Electives

BA 206 Management Fundamentals * _{D,G}	4
BA 223 Marketing _{D,G}	4
BA 224 Human Resource Management * _{D,G}	4
BA 242 Fundamentals of Investments _{D,G}	4
BA 249 Retailing _{D,G}	4
BA 250 Small Business Management * _{D,G}	4
BA 280AA Cooperative Education: Admin Assist _{D,G}	3
BT 020 10-Key Calculators _{D,G}	1
BT 115 MS ACCESS for Business * _{D,G}	3
BT 118 MS POWERPOINT for Business * _{D,G}	3
BT 125 WordPerfect for Business _{D,G}	3

Legal Office Skills

Career Pathway Certificate of Completion

Purpose This Career Pathway Certificate of Completion is designed for professional office personnel who have a minimum of two years' experience in office administration and are interested in career enhancement, or for current Business students with equivalent office experience who wish to expand their options for career choices. Legal office courses provide opportunities for mobility and advancement. Career possibilities include office positions in law firms, courts, insurance companies, human resource departments, banks, and other law-related business and government offices.

Learning Outcomes The graduate of the Legal Office Skills Certificate of Completion will be able to:

- use and understand basic legal terminology and concepts.
- understand the role of lawyers in the legal system.
- prepare accurately formatted legal documents, letters, and pleadings and compose correspondence commonly used in legal settings.
- understand and use a variety of legal office systems including document management and calendaring.
- understand the purposes and many of the functions of court rules, schedules, and procedures.
- use law library, computing and communication services to obtain legal forms, information, and data from regional, national, and international networks.
- create professional, accurate documents.
- use research and analytical skills to support the activities of the organization.

	Fall	
BA 226 Business Law _{D,G}	4	
LGL 201 Legal Procedures 1 * _{D,G}	4	
	Winter	
LGL 202 Legal Procedures 2 * _{D,G}	3	
	Spring	
LGL 203 Legal Procedures 3 * _{D,G}	3	
BA 280AA Co-op Ed: Admin Assist _{D,G}	3	
Total Credits		17

Office Software Specialist

Career Pathway Certificate of Completion

Purpose This Career Pathway Certificate of Completion is designed for professional office personnel who are interested in career enhancement, or for current Business students with office experience who wish to expand their software proficiency. In today's competitive job market, Office Software Specialist certification can bring employment opportunities, greater earning potential and career advancement, and increased job satisfaction.

Learning Outcomes The graduate of the Office Software Specialist Certificate of Completion will be able to:

- navigate the Windows operating environment.
- create, format, save, edit, paginate, and print documents.
- create and apply character and paragraph styles, generate and update document indexes, tables of contents, and captions, and demonstrate mastery in working with document sections, templates, and mail merge.
- create, run, and save macros.
- use cell, row and column, and worksheet formatting techniques to create professional-looking spreadsheets.
- use sophisticated Excel functions to perform sensitivity analysis to solve business problems.
- plan and develop a worksheet to solve complex business problems by using named cells and ranges, complex logical and nested logical functions, and relative, absolute, and mixed cell references in creating formulas and functions.
- work with arrays, iteration, multisheet data, form controls, look up functions, date and time functions, and math and statistical functions in a business problem solving context.
- create presentations from a template, from existing slides, or by using the AutoContent Wizard and apply appropriate design principles to design, create, and present an original slide show using PowerPoint software.
- customize color schemes, apply slide transitions and animation effects, create a custom background, add animated clip art, link slides within the presentation, resize and scale objects, add action buttons, hide slides, and set automatic slide timings.
- enter, edit, move, and delete information in established databases with accuracy.
- sort, index, and search databases, create custom forms and reports, link tables, and import/export information.

	Fall	
BT 118 MS POWERPOINT for Business * _{D,G}	3	
BT 120 MS WORD for Business * _{D,G}	3	
	Winter	
BT 114 MS EXCEL for Business * _{B,D,G}	4	
BT 220 MS WORD for Business – Expert * _{D,G}	3	
	Spring	
BT 115 MS ACCESS for Business * _{D,G}	3	
BT 217 MS EXCEL for Business – Expert * _{D,G}	3	
Total Credits		19

Standard footnotes:

- * Prerequisite required
- A Meets Arts/Letters requirement
- B Must be passed with grade of "B-" or better to use as a prerequisite
- D Degree or certificate requirement; must be passed with grade of "C-" or better
- G Must be taken for a grade, not P/NP; major requirement

- H Meets Human Relations/Social Science requirement
- M Meets Mathematics requirement
- P Meets PE/Health requirement
- R Required for AAS degree
- S Meets Science/Math/Computer Science requirement
- W Meets Written Communications or English Composition requirement

Small Business Ownership

Career Pathway Certificate of Completion

Purpose This Career Pathways Certificate is designed for individuals who may want to own and operate a business in the near term or sometime in the future. This includes, but is not limited to, trade and professional students, community members and former graduates with skills that are marketable in the business environment; individuals with skill sets that are commonly delivered in a “freelancer” or independent contractor capacity; and service providers, small retailers and food service providers that may potentially organize as a business. The program includes two courses in accounting and one course in each of the follow: Intro to Business, Business Law, Excel, Marketing, Management Fundamentals, QuickBooks, and Small Business Management.

Learning Outcomes The graduate of the Small Business Ownership Certificate of Completion will be able to:

- understand his or her motivations and the reality of owning a small business, and understand the legal implications of being a business owner.
- determine the appropriate type of business entity for various business endeavors, and understand, outline and evaluate the components of a business plan.
- use cell, row and column, and worksheet formatting techniques to create professional-looking spreadsheets for analyzing business decisions.
- use sophisticated Excel functions to perform sensitivity analysis to solve business problems.
- understand the role of accounting in planning, operating, and reporting an organization’s activities and management’s fiduciary responsibility to safeguard assets and be able to discuss the adequacy of internal controls.
- recognize how the major elements of the marketing process apply to small business marketing situations.
- design and utilize QuickBooks as a tool to efficiently meet an organizations accounting and tax compliance responsibilities.
- understand the link between accounting data and the underlying business reality, and use the accounting equation for analyzing business transactions and creating financial statements.
- understand the historical role and evolving trends in small business including: transitions to paperless environments, globalization, role of e-commerce, and sustainability.

Fall

BA 101 Introduction to Business ^{D,G}	4
BT 114 MS EXCEL for Business ^{*,B,D,G}	4
BT 165 Introduction to the Accounting Cycle ^{B,D,G}	4

Winter

BA 223 Marketing ^{D,G}	4
BA 226 Business Law ^{D,G}	4
BT 113 QuickBooks ^{D,G}	3

Spring

BA 206 Management Fundamentals ^{*,D,G}	4
BA 215 Accounting: Language of Business Decisions ^{*,D,G}	4
BA 250 Small Business Management ^{*,D,G}	4

Total Credits 35