

# Administrative Assistant

## Offered by the Business Department

### Two-Year Associate of Applied Science Degree, Administrative Assistant

### Less-Than-One-Year Certificate of Completion, E-Business Office Specialist

### Less-Than-One-Year Certificate of Completion, Office Software Specialist

**Purpose** To train administrative assistants for a wide variety of 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 provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests. Administrative assistants will have higher 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 and can assist with Web page design and management. 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:

- 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 the accounting cycle 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.

**Employment Trends** For administrative assistants, the projected number of annual openings for the state of Oregon is 397, with approximately 29 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.

**Wages** Statewide wages for administrative assistants average \$17.69 hourly and \$36,791 annually plus benefits. Lane County wages average \$16.69 hourly and \$34,723 annually plus benefits.

#### Costs in Addition to Tuition (estimate)\*

Books ..... \$2,500

\* 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.

**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](mailto:hupceyd@lanec.edu)

**Program Counselor** Erica Medlock, Bldg. 1, Rm. 108,  
(541) 463-3151, [medlocke@lanec.edu](mailto:medlocke@lanec.edu)

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—see page 48

S Meets Science/Math/Computer Science requirement

W Meets Written Communications or English Composition requirement

## Administrative Assistant

### Two-Year Associate of Applied Science Degree

#### First Year

BT 120 MS WORD for Business <sup>D,G</sup> .....	Fall	4
BT 146 Team Building Skills <sup>D,G,H</sup> .....		4
CIS 103 Computer Fundamentals: Systems at Work <sup>D,G</sup> .....		4
WR 121 English Composition: Exposition and Introduction to Argument <sup>*,D,G,W</sup> .....		4
Total Credits		16

#### Winter

BA 101 Introduction to Business <sup>D,G</sup> .....		4
BT 114 MS EXCEL and ACCESS for Business <sup>*,B,D,G</sup> .....		5
BT 165 Introduction to the Accounting Cycle <sup>B,D,G</sup> .....		4
MTH 060 Beginning Algebra or higher <sup>*,D,G,M</sup> .....		4
Total Credits		17

#### Spring

BA 195 Service and Ethics in Business <sup>*,D,G</sup> .....		1
BA 214 Business Communications <sup>*,D,G</sup> .....		4
BA 218 Personal Finance <sup>D,G</sup> .....		4
BT 144 Administrative Procedures <sup>*,D,G</sup> .....		4
Total Credits		13

#### Second Year

BT 220 MS WORD for Business – Expert <sup>*,D,G</sup> .....	Fall	4
BT 245 Office Management <sup>*,D,G</sup> .....		3
Directed Elective <sup>3,D,G</sup> .....		4
Speech course <sup>A,D</sup> .....		4
Choice of:.....		3
Physical Education Activity requirement <sup>1,2,R</sup>		
Health requirement <sup>2,R</sup>		
Total Credits		18

#### Winter

BT 243 Document Formatting <sup>*,D,G</sup> .....		4
Directed Elective <sup>3,D,G</sup> .....		4
Directed Elective <sup>3,D,G</sup> .....		4
MTH 065 Elementary Algebra or higher <sup>*,D,G,S</sup> .....		4
Total Credits		16

#### Spring

BA 278 Leadership and Team Dynamics <sup>D,G,H</sup> .....		4
BA 280AA Co-op Ed: Admin Assist <sup>D,G</sup> .....		3
Directed Elective <sup>3,D,G</sup> .....		4
BT 248 Integrated Office Systems <sup>*,D,G</sup> .....		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 .....	4
BA 213 Managerial Accounting * .....	4
BT 113 QuickBooks.....	3
BT 170 Payroll <sup>*,B</sup> .....	4
BT 171 Advanced Payroll * .....	4
BT 172 Tax Concepts and Preparation.....	4
BT 175 Survey of Accounting Software <sup>*,B</sup> .....	4
BT 217 MS EXCEL for Business – Expert * .....	3
BT 250 Automated Accounting Systems <sup>*,B</sup> .....	4
BT 263 Applied Financial Accounting * .....	5

#### E-Business Electives

BT 129 Business Web Pages .....	3
BT 251 E-Business Fundamentals * .....	3
BT 252 Web Tools: Photoshop and Dreamweaver .....	4
BT 253 Internet Marketing .....	4
BT 257 Web Project Planning * .....	3
BT 258 Web Project Development * .....	4

#### Legal Office Electives

BA 226 Business Law .....	4
BA 227 Law of Business Transactions.....	4
LGL 100 Introduction to the American Legal System.....	4
LGL 201 Legal Procedures 1 * .....	4
LGL 202 Legal Procedures 2 * .....	3
LGL 203 Legal Procedures 3 * .....	3

#### Medical Office Electives

HIT 196 Medical Transcription 2 * .....	2
HO 100 Medical Terminology 1 .....	3
HO 110 Medical Filing and Records Mgmt .....	3
HO 112 Medical Insurance Procedures * .....	3
HO 195 Medical Transcription 1 * .....	2

#### Additional Electives

BA 206 Management Fundamentals.....	4
BA 223 Marketing .....	4
BA 224 Human Resource Management.....	4
BA 242 Fundamentals of Investments.....	4
BA 249 Retailing.....	4
BA 280AA Cooperative Education: Admin Assist .....	3
BT 020 10-Key Calculators .....	1
BT 118 MS POWERPOINT for Business .....	3
BT 125 WordPerfect for Business .....	3

## E- Business Office Specialist

### Less-Than-One-Year Certificate of Completion

**Purpose** This Less-than-One-Year Certificate is designed for professional office personnel who are interested in career enhancement, for anyone interested understanding online business and creating a basic business Web site, or for current Business students with office experience who wish to expand their knowledge of web design, web page maintenance, and Internet marketing. The program introduces students to a wide variety of basic Web tasks within the broad area of E-Commerce.

	Fall
BT 129 Business Web Pages .....	3
BT 251 E-Business Fundamentals * .....	3
	Winter
BT 252 Web Tools: Photoshop and Dreamweaver .....	4
BT 257 Web Project Planning * .....	3
	Spring
BT 253 Internet Marketing .....	4
BT 258 Web Project Development * .....	4
Total Credits	21

## Office Software Specialist

### Less-Than-One-Year Certificate of Completion

**Purpose** This Less-than-One-Year Certificate 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.

	Fall
BT 118 MS POWERPOINT for Business <sup>D,G</sup> .....	3
BT 120 MS WORD for Business <sup>D,G</sup> .....	4
	Winter
BT 114 MS EXCEL and ACCESS for Business <sup>*,B,D,G</sup> .....	5
BT 220 MS WORD for Business – Expert <sup>*,D,G</sup> .....	4
	Spring
BT 217 MS EXCEL for Business – Expert <sup>*,D,G</sup> .....	3
Total Credits	19