



**2007-2008 Career Planning Guide**  
**ADMINISTRATIVE ASSISTANT**  
**Spokane Community College**

**Spokane Community College**  
1810 North Greene Street  
Spokane, Washington 99217-5399  
[www.scc.spokane.edu](http://www.scc.spokane.edu)

**Completion Award:** A.A.S. Degree

**Start:** Fall, Winter, Spring, Summer

**Tuition and Fees**

**Approximate Quarterly Cost:** (subject to change without notice)

Books	\$	300
Supplies and Equipment	\$	50

**PROGRAM WEBSITE:** <http://www.scc.spokane.edu/?bustechadmin>

### Program Description

The administrative assistant program combines a well-balanced academic program with expert office technology instruction giving students the diversified training and background needed to hold positions of responsibility and importance in many areas of the business world. This program helps raise the office skills of students to a professional level, gives students a technical background through completion of software and business courses and provides students a mature understanding of professional responsibilities.

**PROGRAM GOALS--Students who successfully complete this program should be able to:**

1. Acquire comprehensive knowledge of and ability to use Microsoft Word, Excel, Access, PowerPoint, Project, and Outlook software.
2. Handle multiple deadlines and priorities in an office setting.
3. Think critically and act logically to evaluate situations, solve problems, and make decisions.
4. Compose drafts and final responses to inquiries, letters, and questionnaires.
5. Handle a variety of internal and external business forms and understand their purpose.
6. Compile and analyze data and prepare brief and concise reports and presentations utilizing information processing technology and software.
7. Demonstrate organizational, planning, and project management skills.
8. Exhibit management initiative, dependability, and flexibility; follow directions; and have pride in quality work.
9. Appreciate the scope of business operations and economic systems.
10. Take meeting minutes and transcribe them into proper form.
11. Organize and plan office work and exercise leadership skills that make the employee a successful member of a dynamic team.
12. Operate a variety of business machines, including computer equipment, electronic typewriters, digital photocopy machines and scanners, transcribing equipment, facsimiles, printers, telephones, and calculating machines.

College credit toward degree completion may be earned by articulating from a high school business program or by completing comprehensive tests administered by the Business Technology Department.

### Career Opportunities

Good administrative assistants/secretaries are in demand. Surveys indicate that the administrative professional's job today requires more skills in management functions and technology, formal education, and initiative than ever before. In some parts of the country, college training is considered essential to qualify for an office position. The administrative assistant position is often a stepping-stone into management.

**POTENTIAL POSITIONS INCLUDE:** administrative assistant, executive assistant, human resources assistant, legal secretary, logistics coordinator, marketing assistant, office assistant, project coordinator, receptionist

## Suggested Course of Study 2007-2008

Consult Adviser/Counselor for Program Planning and Selection of Electives

### ADMINISTRATIVE ASSISTANT

A.A.S. Degree: SCC

A.A.S. Degree	A.A.S. Degree (continued)																																																																																																																								
<p><b>FIRST YEAR</b></p> <p><b>First Quarter</b></p> <table border="0"> <tr> <td>BT</td> <td>90</td> <td>Basic Grammar for Business II</td> <td>5</td> </tr> <tr> <td>BT</td> <td>102</td> <td>Document Processing</td> <td>5</td> </tr> <tr> <td>BT</td> <td>151</td> <td>Business Student Preparation</td> <td><u>5</u></td> </tr> <tr> <td></td> <td></td> <td></td> <td>15</td> </tr> </table> <p><b>Second Quarter</b></p> <table border="0"> <tr> <td>BT</td> <td>109</td> <td>Business Communications</td> <td>5</td> </tr> <tr> <td>BT</td> <td>165</td> <td>Word Processing</td> <td>5</td> </tr> <tr> <td>CATT</td> <td>102</td> <td>Introduction to Outlook</td> <td>2.5</td> </tr> <tr> <td>GBUS</td> <td>103</td> <td>Basic Business Math and Electronic Calculators</td> <td><u>5</u></td> </tr> <tr> <td></td> <td></td> <td></td> <td>17.5</td> </tr> </table> <p><b>Third Quarter<sup>1</sup></b></p> <table border="0"> <tr> <td>BT</td> <td>160</td> <td>Job Preparation Techniques</td> <td>3</td> </tr> <tr> <td>BT</td> <td>231</td> <td>Office Procedures</td> <td>5</td> </tr> <tr> <td>BT</td> <td>235</td> <td>Machine Transcription</td> <td>5</td> </tr> <tr> <td>MMGT</td> <td>223</td> <td>Customer Service</td> <td><u>3</u></td> </tr> <tr> <td></td> <td></td> <td></td> <td>16</td> </tr> </table>	BT	90	Basic Grammar for Business II	5	BT	102	Document Processing	5	BT	151	Business Student Preparation	<u>5</u>				15	BT	109	Business Communications	5	BT	165	Word Processing	5	CATT	102	Introduction to Outlook	2.5	GBUS	103	Basic Business Math and Electronic Calculators	<u>5</u>				17.5	BT	160	Job Preparation Techniques	3	BT	231	Office Procedures	5	BT	235	Machine Transcription	5	MMGT	223	Customer Service	<u>3</u>				16	<p><b>SECOND YEAR</b></p> <p><b>Fourth Quarter</b></p> <table border="0"> <tr> <td>ACCT</td> <td>101</td> <td>Principles of Accounting <u>or</u></td> <td></td> </tr> <tr> <td>ACCT</td> <td>151</td> <td>College Accounting I</td> <td>5</td> </tr> <tr> <td>BT</td> <td>201</td> <td>Information Processing</td> <td>5</td> </tr> <tr> <td>BT</td> <td>272</td> <td>Business Correspondence</td> <td><u>5</u></td> </tr> <tr> <td></td> <td></td> <td></td> <td>15</td> </tr> </table> <p><b>Fifth Quarter</b></p> <table border="0"> <tr> <td>BT</td> <td>202</td> <td>Advanced Information Processing</td> <td>5</td> </tr> <tr> <td>BT</td> <td>250</td> <td>Information Technology</td> <td>5</td> </tr> <tr> <td>BT</td> <td>260</td> <td>Administrative Office Management</td> <td>5</td> </tr> <tr> <td></td> <td></td> <td>Elective<sup>2</sup></td> <td><u>5</u></td> </tr> <tr> <td></td> <td></td> <td></td> <td>20</td> </tr> </table> <p><b>Sixth Quarter</b></p> <table border="0"> <tr> <td>BT</td> <td>263</td> <td>Integrated Office Applications</td> <td>5</td> </tr> <tr> <td>BT</td> <td>285</td> <td>Administrative Professional Internship</td> <td>2</td> </tr> <tr> <td>CATT</td> <td>128</td> <td>Desktop Publishing</td> <td>5</td> </tr> <tr> <td>CATT</td> <td>241</td> <td>Project Management Applications</td> <td>2.5</td> </tr> <tr> <td>MMGT</td> <td>242</td> <td>Project Management</td> <td><u>2.5</u></td> </tr> <tr> <td></td> <td></td> <td></td> <td>17</td> </tr> </table> <p>100.5 credits are required for an A.A.S. degree.</p> <p><sup>1</sup> To enter the third quarter of this program, students must pass competency tests in the following areas:</p> <ul style="list-style-type: none"> <li>• Math (fractions, percentages, etc.)</li> <li>• Writing (write a basic letter, memo, and/or e-mail with correct spelling, punctuation, grammar, etc.)</li> <li>• Format documents from unarranged copy in a timed situation (letters, memos, reports, tables) using Word</li> <li>• Keyboarding proficiency of 40 wpm</li> </ul> <p><sup>2</sup> This elective may be ACCT 141, GBUS 204, 205, 280 or SPCH 102.</p> <p><b>Disclaimer:</b> The college cannot guarantee courses will be offered in the quarters indicated. During the period this guide is in circulation, there may be curriculum revisions and program changes. <b>Students are responsible for consulting the appropriate academic unit or adviser for more current and specific information. The information in this guide is subject to change and does not constitute an agreement between the college and the student.</b></p>	ACCT	101	Principles of Accounting <u>or</u>		ACCT	151	College Accounting I	5	BT	201	Information Processing	5	BT	272	Business Correspondence	<u>5</u>				15	BT	202	Advanced Information Processing	5	BT	250	Information Technology	5	BT	260	Administrative Office Management	5			Elective <sup>2</sup>	<u>5</u>				20	BT	263	Integrated Office Applications	5	BT	285	Administrative Professional Internship	2	CATT	128	Desktop Publishing	5	CATT	241	Project Management Applications	2.5	MMGT	242	Project Management	<u>2.5</u>				17
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