



2011 - 2012  
Career and Technical Programs

Business Department  
541.463.5221

lanecc.edu

# Administrative Office Professional

Two-Year Associate of Applied Science Degree,  
Administrative Office Professional

Career Pathway Certificate of Completion, Legal Office Skills

Career Pathway Certificate of Completion, Office Software Specialist

Career Pathway Certificate of Completion, Small Business Ownership

**Purpose** To train administrative office professionals 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. 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 presentation 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

- Lane County openings- 29 annually, projected through 2018; 340 statewide openings annually, projected through 2018
- Annual National positions - 1,594,400 current; 1,798,800 projected through 2018

## Wages

- Average hourly rate in Lane County - \$19.88
- Average annual rate in Lane County - \$41,355
- Average hourly rate Statewide - \$21.00
- Average annual rate Statewide - \$43,676

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

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

\* Subject to change without notice.

**Prerequisites** The entering student must have a basic knowledge of the Windows operating system, and place at least into WR 121 and MTH 065, 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 108 Business Proofreading and Editing. Before enrolling in BT 120 MS WORD for Business or BT 123 MS EXCEL for Business, students are expected to have the ability to type 30 words per minute accurately and key 130-132 strokes per minute on an electronic calculator (or numeric keypad). The Business Department offers free placement tests to assist students in determining their skill levels. Students who are unable to meet the minimum requirements should consider completing BT 010 Computer Keyboarding and/or BT 020 10-Key Calculators before enrolling in MS Word or Excel. Additional testing information and schedule details are available at:

[lanecc.edu/business/testing](http://lanecc.edu/business/testing)

All Business Department majors must have a computer that meets minimum system requirements; contact the department or advisor for details.

# Administrative Office Professional

**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. 19, Rm. 253A, 541.463.5540, [kelschj@lanecc.edu](mailto:kelschj@lanecc.edu)

## Administrative Office Professional

### Two-Year Associate of Applied Science Degree

#### First Year

	Fall
BT 112 Team Building Skills <sup>D,G</sup> .....	3
BT 120 MS WORD for Business <sup>*,D,G</sup> .....	3
CS 120 Concepts of Computing: Information Processing <sup>D,G</sup> .....	4
WR 121 Introduction to Academic Writing <sup>*,D,G</sup> .....	4
<b>Total Credits</b>	<b>14</b>

	Winter
BA 101 Introduction to Business <sup>D,G</sup> .....	4
BT 123 MS EXCEL for Business <sup>*,B,D,G</sup> .....	4
BT 165 Introduction to the Accounting Cycle <sup>B,D,G</sup> .....	4
MTH 065 Elementary Algebra or higher <sup>*,D,G</sup> .....	4
<b>Total Credits</b>	<b>16</b>

	Spring
BA 206 Management Fundamentals <sup>*,D,G</sup> .....	3
BA 214 Business Communications <sup>*,D,G</sup> .....	4
BT 144 Administrative Procedures <sup>*,D,G</sup> .....	4
BT 163 QuickBooks <sup>*,D,G</sup> .....	4
BT 195 Professional Service and Development <sup>*,D,G</sup> .....	2
<b>Total Credits</b>	<b>17</b>

#### Second Year

	Fall
BA 224 Human Resource Management <sup>*,D,G</sup> .....	3
BT 220 MS WORD for Business – Expert <sup>*,D,G</sup> .....	3
Directed Elective <sup>3,D,G</sup> .....	4-7
Speech course <sup>D</sup> .....	4
Choice of:.....	3
Physical Education Activity requirement <sup>1,2,R</sup>	
Health requirement <sup>2,R</sup>	
<b>Total Credits</b>	<b>17-20</b>

	Winter
BA 226 Business Law <sup>D,G</sup> .....	4
BT 228 Integrated Office Applications <sup>*,D,G</sup> .....	4
BT 230 Paperless Office Practices <sup>*,D,G</sup> .....	4
Directed Elective <sup>3,D,G</sup> .....	4-8
<b>Total Credits</b>	<b>16-20</b>

	Spring
BA 278 Leadership and Team Dynamics <sup>D,G</sup> .....	4
BA 280AA Co-op Ed: Administrative Assist <sup>D,G</sup> .....	3
Directed Elective <sup>3,D,G</sup> .....	4-8
BT 271 Administrative Professional Practicum <sup>*,D,G</sup> .....	4
<b>Total Credits</b>	<b>15-19</b>

- 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 12 credits in one or more areas from the following Directed Electives list (can be from more than one category):

#### Accounting Directed Electives

BT 170 Payroll Records and Accounting <sup>*,B,D,G</sup> .....	4
BT 171 Payroll Laws and Regulations <sup>D,G</sup> .....	4
BT 221 Budgeting for Managers <sup>*,D,G</sup> .....	4
BT 223 MS EXCEL for Business – Expert <sup>*,D,G</sup> .....	3

#### E-Business Directed Electives

BT 150 Business Web Pages <sup>D,G</sup> .....	3
BT 251 E-Business Fundamentals <sup>*,D,G</sup> .....	3
BT 252 Web Tools: Photoshop and Dreamweaver <sup>D,G</sup> .....	4
BT 253 Internet Marketing <sup>D,G</sup> .....	4

#### Legal Office Directed Electives

BA 280L Co-op Ed: Legal Assist <sup>D,G</sup> .....	3
LA 100 Legal Procedures <sup>*,D,G</sup> .....	4
LA 101 Introduction to Paralegal Studies <sup>*,D,G</sup> .....	3
LA 102 Legal Terminology <sup>D,G</sup> .....	3
LA 105 Civil Litigation <sup>*,D,G</sup> .....	3
LA 128 Legal Procedures 2 <sup>*,D,G</sup> .....	4
LA 132 Ethics for the Legal Professional <sup>*,D,G</sup> .....	3

#### Medical Office Directed Electives

HIT 196 Medical Transcription 2 <sup>*,D,G</sup> .....	2
HO 100 Medical Terminology 1 <sup>D,G</sup> .....	3
HO 110 Medical Filing and Records Mgmt <sup>D,G</sup> .....	3
HO 112 Medical Insurance Procedures <sup>*,D,G</sup> .....	3
HO 195 Medical Transcription 1 <sup>*,D,G</sup> .....	2

#### Additional Electives

BA 223 Marketing <sup>*,D,G</sup> .....	4
BA 250 Small Business Management <sup>*,D,G</sup> .....	4
BA 280AA Cooperative Education: Admin Assist <sup>D,G</sup> .....	3
BA 280L Cooperative Education: Legal Assist <sup>D,G</sup> .....	3
BA 281 Personal Finance <sup>D,G</sup> .....	4
BT 015 Keyboard Skillbuilding 1 <sup>*,D,G</sup> .....	3
BT 016 Keyboard Skillbuilding 2 <sup>*,D,G</sup> .....	3
BT 017 Keyboard Skillbuilding 3 <sup>*,D,G</sup> .....	3
BT 122 MS POWERPOINT for Business <sup>*,D,G</sup> .....	3
BT 124 MS ACCESS for Business <sup>*,D,G</sup> .....	3

# Administrative Office Professional

## 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.

	<b>Fall</b>	
BA 226 Business Law <sup>D,G</sup> .....	4	
LA 100 Legal Procedures <sup>*,D,G</sup> .....	4	
LA 102 Legal Terminology <sup>D,G</sup> .....	3	
	<b>Winter</b>	
LA 101 Introduction to Paralegal Studies <sup>*,D,G</sup> .....	3	
LA 128 Legal Procedures 2 <sup>*,D,G</sup> .....	4	
	<b>Spring</b>	
LA 105 Civil Litigation <sup>*,D,G</sup> .....	3	
LA 132 Ethics for the Legal Professional <sup>*,D,G</sup> .....	3	
BA 280L Co-op Ed: Legal Assist <sup>D,G</sup> .....	3	
Total Credits	27	

## 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.

	<b>Fall</b>	
BT 120 MS WORD for Business <sup>*,D,G</sup> .....	3	
BT 122 MS POWERPOINT for Business <sup>*,D,G</sup> .....	3	
	<b>Winter</b>	
BT 123 MS EXCEL for Business <sup>*,B,D,G</sup> .....	4	
BT 220 MS WORD for Business – Expert <sup>*,D,G</sup> .....	3	
	<b>Spring</b>	
BT 124 MS ACCESS for Business <sup>*,D,G</sup> .....	3	
BT 223 MS EXCEL for Business – Expert <sup>*,D,G</sup> .....	3	
Total Credits	19	

# Administrative Office Professional

## Small Business Ownership

### Career Pathway Certificate of Completion

**Purpose** This Career Pathway Certificate is designed for individuals who may want to own and operate a business in the near term or 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.

**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.

	<b>Fall</b>
BA 101 Introduction to Business <sup>D,G</sup> .....	4
BT 123 MS EXCEL for Business <sup>*,B,D,G</sup> .....	4
BT 165 Introduction to the Accounting Cycle <sup>B,D,G</sup> .....	4
	<b>Winter</b>
BA 223 Marketing <sup>*,D,G</sup> .....	4
BA 226 Business Law <sup>D,G</sup> .....	4
BT 163 QuickBooks <sup>*,D,G</sup> .....	4
	<b>Spring</b>
BA 206 Management Fundamentals <sup>*,D,G</sup> .....	3
BA 250 Small Business Management <sup>*,D,G</sup> .....	4
BT 221 Budgeting for Managers <sup>*,D,G</sup> .....	4
<b>Total Credits</b>	<b>35</b>

#### Standard footnotes:

\* Prerequisite required

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

R Required for AAS degree