



2011 - 2012
Career and Technical Programs

Business Department
541.463.5221

lanecc.edu

Business Assistant

One-Year Certificate of Completion

Purpose To train business and office 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, act as an accounts receivable or payable clerk, perform general office duties, and use personal computers for internet research, word processing, and financial analysis. This Certificate of Completion may fulfill the first year requirements of the Accounting and Administrative Office Professional Two-Year Associate of Applied Science degrees.

Learning Outcomes The graduate 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.
- formulate questions that can be addressed with data and collect, organize, and display relevant data to answer them.
- 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.
- use good keyboarding skills to prepare documents quickly and accurately according to employer standards.

Employment Trends

- Lane County openings - 78 annually, projected through 2018
- Statewide openings - 861 annually, projected through 2018
- Annual National positions - 3,024,400 current; 3,383,100 projected through 2018
- Workers with postsecondary training have a competitive advantage in the labor market.

Wages

- Average hourly rate in Lane County - \$13.87
- Average annual rate in Lane County - \$28,848
- Average hourly rate Statewide - \$14.30
- Average annual rate Statewide - \$29,745

Costs in Addition to Tuition (estimate)*

Books and fees..... \$1,350

* 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

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

Business Assistant

	Fall
BT 112 Team Building Skills ^{D,G}	3
BT 120 MS WORD for Business ^{*,D,G}	3
CS 120 Concepts of Computing: Information Processing ^{D,G}	4
WR 121 Composition: Introduction to Academic Writing ^{*,D,G}	4

Total Credits 14

	Winter
BA 101 Introduction to Business ^{D,G}	4
BT 123 MS EXCEL for Business ^{*,B,D,G}	4
BT 165 Introduction to the Accounting Cycle ^{B,D,G}	4
MTH 065 Elementary Algebra or higher ^{*,D,G}	4

Total Credits 16

	Spring
BA 206 Management Fundamentals ^{*,D,G}	3
BA 214 Business Communications ^{*,D,G}	4
BT 163 QuickBooks ^{*,D,G}	4
BT 195 Professional Service and Development ^{*,D,G}	2
Choice of:	4
BT 144 Administrative Procedures ^{*,D,G}	
BA 281 Personal Finance ^{D,G}	

Total Credits 17

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