



**2009-2010
Career and Technical
Programs**

**Business
Department
(541) 463-5221**

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 Assistant Two-Year Associate of Applied Science degrees. See program listings, or contact the Business Department office, counselor, or advisor for details.

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 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.
- 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 For business/office assistants, the projected number of annual openings for the state of Oregon is 1,598, with approximately 134 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 business/office assistants average \$13.75 hourly and \$28,603 annually plus benefits. Lane County wages average \$13.21 hourly and \$27,475 annually plus benefits.

Costs in Addition to Tuition (estimate)*

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

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.

Business Assistant

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	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
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
BA 195 Service and Ethics in Business ^{*,D,G}	1
BA 214 Business Communications ^{*,D,G}	4
BA 218 Personal Finance ^{D,G}	4
Choice of:	4
BT 144 Administrative Procedures ^{*,D,G}	
BT 175 Survey of Accounting Software ^{*,B,D,G}	
Total Credits	13

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