

EMPHASIS: Administrative Assistant

DEGREE: Associate in Technical Arts

Purpose: These degree programs prepare students with a broad business background, as well as provide specialized training in office skills. While students are accepted into the program each quarter, those who start in September find it easier to schedule their courses in the suggested sequences. Prerequisites include: demonstrated proficiency in math, English, and basic keyboarding skills. After completing the selected program, students will be prepared to compete for entry-level employment as office assistants, receptionists, and transcriptionists in general offices, legal offices, or medical offices.

These Business Office Technology degrees are based upon a first year of core course offerings. The Office Assistant, and Medical Office Assistant programs begin with a core group of courses. Since many of these courses are offered only one or two quarters during the year, it is essential that students accurately plan each year of study with the help of their advisor. During the second year, students will specialize in their selected field.

Note: Students thinking of transferring into an applied bachelors program, such as the Bachelor of Applied Science in Applied Management program that Centralia College offers, may need to take additional course work required for entrance:

- English Composition (5 credits) ** (note that English 102 and Public Speaking CMST& 202 are highly desirable, but not required)
- College-level math course (5 credits) **
- Social Science course (5 credits)
- Natural Science course (5 credits)
- One additional course in English, college-level math, social science, or natural science (5 credits)

** English Composition I and the college-level math class can replace the math and English course required in this degree program.

Program Outcomes - Students who successfully complete this program should be able to:

- Demonstrate the ability to keyboard with speed and accuracy
- File correctly using alphabetic, numeric, geographic, and subject filing systems
- Apply rules of grammar, punctuation, and spelling in written and oral communications
- Prepare documents using advanced features in word processing software
- Format basic business letters, memos, reports, tables, and newsletters to office standards
- Solve basic business math problems
- Operate a 10-key electronic calculator by touch
- Analyze and calculate data using spreadsheet software
- Demonstrate the ability to relate effectively with others in the classroom
- Demonstrate human relations skills and professional behavior necessary for successful job performance
- Analyze and organize business transactions applying bookkeeping theory and systems
- Demonstrate the ability to apply acquired skills in the workplace
- Compose business letters, memos, resumes, and letters of application
- Enter and organize data using database software
- Enter accounting transactions and generate reports using QuickBooks
- Analyze data and report information using database software
- Possess a basic understanding of receiving office visitors, using the telephone, scheduling appointments, customer service, and confidentiality skills in an office
- Develop effective presentations using presentation software
- Develop effective communication skills using electronic software

Learning Themes:

General education outcomes at Centralia College help students, faculty, and the general public identify what learning is expected when a student has completed a degree or program. The administration, faculty, and staff have agreed upon the following five Learning Ability Themes which students can expect to encounter in most courses and by the completion of any degree or program.

Reasoning:

The ability to extract information from data, develop ideas and solutions, establish logical progression in thinking, and problem solve using such procedures as literary analysis or the scientific methods.

Written, Oral and Visual Communication:

The ability to make oneself understood in public, interpersonal, professional, artistic, and technical arenas.

Exploration-Self and Others:

An awareness of the values, beliefs, customs, and contributions of persons from one's own and other traditions, ethnicities, classes, and genders.

Resourcefulness:

The ability to adapt to change, such as technological innovations or environmental conditions.

Responsibility:

The ability to be accountable to self, society, and the natural world.

Estimated Quarterly Program Costs (subject to change without notice)

Tests: Accuplacer	\$15
Resident Tuition (15 credits) and fixed fees*:	\$1399
US Citizen Nonresident Tuition (15 credits) and fixed fees*:	\$1536
Non US Citizen Nonresident Tuition (15 credits) and fixed fees*:	\$3202
*Tuition is subject to change due to State Legislative actions	
Books and supplies (estimate):	\$506
Lab fees:	\$16

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