

# Office Administrative Assistant-Executive

## Office Administrative Assistant - Executive Certificate Associate of Applied Science in Business



*Mariana Stancu graduated from Glen Oaks Community College with an Office Administrative Assistant - Executive Certificate. Her internship included working in the President's office at GOCC.*

### **GLEN OAKS**

COMMUNITY COLLEGE  
62249 Shimmel Rd.  
Centreville, MI 49032  
467-9945  
1-888-994-7818  
[www.glenoaks.edu](http://www.glenoaks.edu)

#### The Office Administrative Assistant -

Executive Certificate is designed for the individual seeking an entry-level position in a variety of administrative office roles. This program consists of training in office skills, microcomputer skills, keyboarding, information processing, and communication skills. Administrative Assistants also perform transcription, record management, and math applications. Administrative Assistants interact with managers or other professionals as a team-member with decision-making responsibilities. In addition to required coursework, students will choose courses from a specialized area of study.

44 Credits

This certificate applies toward:

The Associate of Applied Science in Business Degree is designed for those moving directly into the workplace upon graduation. This flexible degree offers a wide range of classroom experience in management/marketing, accounting, computers, administrative assistant, and medical-related careers.

62 Credits

## Job Outlook

The Office Administrative Assistant - Executive Certificate prepares you for entry-level jobs in:

Business	Service
Retail	Government
Education	Medical

The Office Administrative Assistant Executive - Certificate is for entry-level positions in most any office environment: school, business, advertising agencies, medical-related, hospitals, real estate, personnel, industry, government (municipal, county, state, federal), legal, architectural firms, newspapers/radio/television, transportation, travel agencies, or tourism.

The Office Administrative Assistant - Executive position may include executive secretary or even office manager. More professional positions with increased responsibility may call for the Associate of Applied Science in Business Degree.

There were 1,407,950 Administrative Assistants and Executive Secretaries in 2002, according to the U.S. Bureau of Labor. Average annual earnings ranged from \$24,000 to \$35,000.

# Office Administrative Assistant - Executive

## Required Coursework (32 hours)

BAM 101 College Skills & Portfolio Writing.....	3 Credits
BAM 103 Business Math*.....	3 Credits
BAM 251 Organizational Behavior*.....	3 Credits
BAM 265 Business Capstone.....	2 Credits
BIP 121 Intermediate Keyboarding*.....	4 Credits
BIP 205 Records Management.....	3 Credits
BIP 220 Advanced Keyboarding-Executive*.....	3 Credits

### OR

BIP 221 Advanced Keyboarding-Legal*.....	3 Credits
BIP 271 Internship I* .....	3 Credits
COM 111 Business/Technical Communications* .....	4 Credits
EDP 101 Introduction to Computers & Software.....	4 Credits

## Electives (12 hours required from the specialized area of study below):

### Executive:

BAA 100 Fundamentals of Accounting	OR
BAA 111 Principles of Accounting*.....	4 Credits
EDP 210 Presentation Graphics*.....	2 Credits
EDP 227 Spreadsheet Applications (Excel)*.....	2 Credits
EDP 234 Database Applications (Access)*.....	3 Credits
EDP 236 Concepts of Word Processing (Word) Level II*.....	2 Credits
HUF 110 Conversational Spanish for Business I....	3 Credits

**Minimum Required: 44 Credits**

\* Course has a prerequisite  
Effective: Fall 2004

# COURSES

*Sample courses for this field are described below.  
For a complete list of course descriptions, see Glen Oaks online catalog at [www.glenoaks.edu](http://www.glenoaks.edu)*

**BAM 101 COLLEGE SKILLS & PORTFOLIO WRITING,  
3 Credits, 3 Contacts [See box at right].**

**BIP 121 INTERMEDIATE KEYBOARDING,  
3 Credits, 3 Contacts**

An intermediate course in keyboarding for students who type 30 words a minute. The course concentrates on mailable production of common business forms and correspondence using Word 2000 software.

*Prerequisite:* Successful completion of one year of high school keyboarding or BIP 120 Beginning Typewriting/Skill Building or its equivalent.

**BAM 251 ORGANIZATIONAL BEHAVIOR,  
3 Credits, 3 Contacts**

This course examines individual, interpersonal, group and organizational processes. Students will discuss current theory, research and practice with regards to human behavior in the work place. Areas of concentration are goal setting, communication, team processes, motivational theory and techniques, culture, ethics, managing organizational change and conflict resolution.

*Prerequisite:* BAM 100 Introduction to Business and BAM 101 Foundations of Business.

**BIP 205 RECORDS MANAGEMENT,  
3 Credits, 3 Contacts**

This course gives the student an opportunity to acquire an understanding of the scope and problems of managing records. Emphasis on managing and controlling documents from the time of their creation until their disposition. BIP 105 would be helpful for students with no office work experience.

*Prerequisite:* None

# Preparation

## Current High School Students:

Be prepared to enter directly into the first semester of college courses. The college recommends that you complete a Secondary School Business and Management Career Pathway Sequence provided at many schools. Check with your High School Counselor for High School Graduation requirements and possible Articulation Agreements. *Courses might include English, Math, General Science or Lab Science courses, Basic Keyboarding, Introduction to Computers, Advanced Computer classes, foreign language, Psychology/Sociology and Geography.*

## Adults Returning to School:

Don't underestimate your life experience!

A Glen Oaks Community College counselor can help you assess your life experience and suggest how you can best apply those skills to your academic goals.

# College Skills & Portfolio Writing

## BAM 101 COLLEGE SKILLS AND PORTFOLIO

**WRITING** is a 3 credit hour course designed to give students the skills required to be successful in both academic and career endeavors. Areas of concentration are Portfolio writing, self-assessment, skills in listening, note taking, improving test scores and time management, self-esteem, goal setting and educational development plans. The portfolio writing is especially useful for the student intending to transfer to a university or preparing for employment interviews. This course is a required course for anyone wishing to earn either a certificate or degree in the business area.

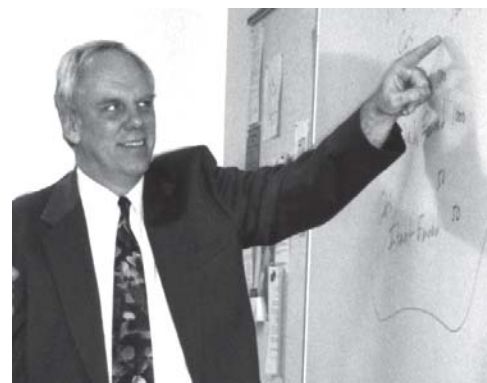
### *What students are saying about BAM 101:*

*“I have so much more self-esteem and confidence than when I started this class. I think that is the most important thing that someone can take with them through life.”*

*“I expanded my comfort zone and I’m doing something I wouldn’t have thought of doing six months ago.”*

*“I’ve learned new techniques that will help me through college and life.”*

*“From here I am going to the top and there is no stopping me.”*



*Glen Oaks’ faculty are skilled, knowledgeable, and enthusiastic about the subjects they teach. Involvement of local professionals assures programs are relevant. Concepts and practices cover a variety of industries and organizations.*

## To be granted an AASB...

Students must earn one of the following certificates:

Accounting  
Computer Information Systems  
Database Programming  
Management/Supervision  
Office Administrative Assistant - Legal  
Office Administrative Assistant - Executive  
Administrative Office Assistant - Medical  
Medical Assistant  
Health Insurance Coder/Biller -  
Hospital Specialties  
Health Insurance Coder/Biller -  
Technician  
Medical Transcriptionist

## Related Transfer Programs for a Bachelor Degree...

Associate of Business  
Associate of General Studies

- Business Administration
- Business Ownership
- Human Resources
- Public Administration
- Management
- Computer Science
- Marketing
- Sales
- Accounting
- Finance
- Economics

## Build on your Office Administrative Assistant Certificate

# Earn an Associate of Applied Science in Business Degree

### Requirements:

#### Communications (10 credit hours)

COM 121 English Composition\*..... 3 credits  
COM111 Business/Technical Communications\*..... 4 credits  
COM 140 General Communications Speech or  
COM 150 Public Speaking..... 3 credits

#### Humanities (3-4 credit hours)

Choose from Art History, Spanish Language, Literature, Music Appreciation, Ethics, Philosophy, Religion, or Western Civilization

#### Social Science (8 credit hours)

Choose from Principles of Economics, Introduction to Cultural Anthropology, American Government and Political Science, State and Local Government, World, U.S. or Michigan History classes, or Psychology courses

#### Mathematics (3-4 credit hours)

Choose from Business Math (3 credits), or levels of Algebra, Trigonometry, Finite Mathematics, Calculus and Analytic Geometry, or Linear Algebra & Differential Equations

#### Physical Education Activity (2 required credit hours)

#### Electives (6 credits hours)

#### Business Courses (30 credit hours)

**TOTAL: 62 CREDITS**

*In pursuit of the above Associate Degree, students generally achieve a related Occupational Certificate averaging 30 credits.*

# Career Resources

**Glen Oaks Career Counseling Services  
Students Services Department**  
(269) 467-9945 or (888) 994-7818  
[www.glenoaks.edu](http://www.glenoaks.edu)

**Michigan's Web-based Education  
Development Plan**  
[www.mi-edp.org](http://www.mi-edp.org)

**Bureau of Labor Statistics Occupational Outlook  
Handbook**  
[www.bls.gov/oco](http://www.bls.gov/oco)

**Michigan Occupational Information System  
MOIS**  
[www.mois.org](http://www.mois.org)

## **Affirmative Action Statement:**

The Board of Trustees of Glen Oaks Community College affirms that through its admission, recruitment, employment and educational policies, practices, and programs, the College seeks to provide equal opportunity and affirmative action for everyone. The College shall not discriminate against anyone because of race, sex, color, religion, age, creed, national origin, height, weight, marital status or disability.

**This publication** is intended to provide a general overview of the program. For current specific requirements, consult with a Glen Oaks Community College academic counselor. Printed June 2005.

**Mariana Stancu earned her Office Administrative Assistant-Executive Certificate** in 2005. At the same time she completed studies in several Microsoft Windows programs and passed the Microsoft User Certification qualifications. The Romanian native assists her husband, Ionel, in managing a large agriculture operation at Fulton. The couple have one son, Alex.

Mariana began classes at Glen Oaks several years earlier with a keyboard course taught by Professor Ellen Stuckey. Soon she found herself taking more classes and now expects to complete an Associate of Business Degree and a Computer Information Certificate. As part of her studies, Mariana performed an internship by working as an assistant in the President's office at Glen Oaks. "I enjoy the instructors and the personal attention I have received at Glen Oaks Community College," said Mariana.



## STUDENT SUPPORT

- Personalized educational and career planning
- Financial aid and scholarships
- Flexible schedules: day, evening, distance learning online/video classes
- Tutorial programs and free tutoring
- Modern labs and computer information classrooms
- Full-service library/computer center
- Small class size & caring, knowledgeable instructors.

# CALL NOW

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