

Office Administrative Assistant-Executive/Legal

Administrative Assistant 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

The Office Administrative Assistant -

Executive/Legal 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.

38 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

The 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/Legal-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 approximately 1.5 million Administrative Assistants and Executive Secretaries in 2006, according to the U.S. Bureau of Labor. Average annual earnings ranged from \$25,000 to \$40,000.

Office Administrative Assistant - Executive/Legal

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

Required Coursework (30 hours)

BAM 101 College Skills & Portfolio Writing.....	3 Credits
BAM 103 Business Math*.....	3 Credits
BIP 121 Intermediate Keyboarding (Word I)*.....	4 Credits
BIP 220 Advanced Keyboarding-Executive*.....	3 Credits

OR

BIP 221 Advanced Keyboarding-Legal*.....	3 Credits
BIP 245 Office Procedures*.....	4 Credits
COM 111 Business/Technical Communications*	4 Credits
EDP 101 Introduction to Computers & Software.....	4 Credits
EDP 214 Presentation Graphics (PowerPoint/Publisher)*.....	3 Credits
EDP 227 Concepts of Spreadsheets Level I (Excel)*	2 Credits

Electives (8/9 hours required from one of two specialized areas of study below):

Executive:

BAA 100 Fundamentals of Accounting.....	4 Credits
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OR

BAA 111 Principles of Accounting*.....	4 Credits
BAM 251 Organizational Behavior*.....	3 Credits
BIP 230 Machine Transcription*.....	3 Credits
BIP 271 Internship I*.....	3 Credits
EDP 100 Using the Internet.....	1 Credit
EDP 234 Database Applications (ACCESS)*.....	3 Credits

Legal:

BAM 221 Business Law I.....	3 Credits
BIP 219 Legal Terminology.....	2 Credits
BIP 230 Machine Transcription*.....	3 Credits
BIP 271 Internship I*.....	3 Credits
EDP 100 Using the Internet.....	1 Credit
SSG 111 State & Local Government.....	3 Credits

Minimum Required: 38/39 Credits

* Course has a prerequisite
Effective: Fall 2007

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

BIP 121 INTERMEDIATE KEYBOARDING (Word I), 4 Credits, 4 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 current Microsoft Word software.

Prerequisite: Successful completion of one year of high school keyboarding or BIP 100 Keyboarding - Introduction/Refresher or its equivalent.

COM 111 BUSINESS/TECHNICAL COMMUNICATIONS, 4 Credits, 4 Contacts

This course offers instruction and practice in writing various forms of business correspondence, technical applications, and reports. Intercultural communications will also be studied.

Prerequisite: Proficiency of language skills on the ACT, SAT, ASSET/Accuplacer Writing Sample or successful completion of COM 073 Essential College Writing I and COM 074 Essential College Writing II.

BIP 245 OFFICE PROCEDURES, 4 Credits, 4 Contacts

This course is designed to provide the theoretical foundations for performing essential administrative functions in an office setting. Included are ethics, methods of greeting people, screening telephone calls, scheduling appointments, creating and maintaining proper company records, processing mail, arranging for meetings/conferences, and preparing and processing of written communications.

Prerequisite: BIP 121 Intermediate Keyboarding (Word I), COM 111 Business/Technical Communications and EDP 101 Introduction to Computers and Software.

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

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.

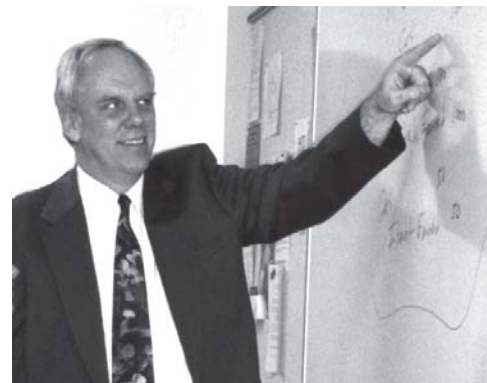
What students are saying about BAM 101:

“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
- Computer Information Systems
- Webpage Design
- Management/Supervision
- Management/Marketing
- Office Administrative Assistant - Legal
- Office Administrative Assistant - Executive
- 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 (Choose 9/10 credit 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

**Michigan's Web-based Education
Development Plan**
www.mi-edp.org

**Bureau of Labor Statistics Occupational Outlook
Handbook**
www.bls.gov/oco

**Michigan Occupational Information System
MOIS**
www.mois.org

Non-Discrimination Statement:

It is the policy of Glen Oaks Community College that no discriminatory practices based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, employment or in policies governing student conduct and attendance. Contact the Associate Dean of Instruction or Civil Rights Coordinator at GOCC (269.467.9945) if you feel discriminatory practices have taken place.

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.

Updated Jan 2009

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 soon found herself taking more classes and earned 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 enjoyed the instructors and the personal attention I 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 classes
- Tutorial programs and free tutoring
- Modern labs and computer information classrooms
- Full-service library
- Small class sizes & caring instructors.

CALL NOW

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