



ADMINISTRATIVE ASSISTANT: GENERAL OFFICE (ASSOCIATE)

BTECH REQUIREMENTS (47-51 CREDITS)

BTECH 112	Keyboard Skillbuilding I (or BTECH 116 A-B)	2
BTECH 113	Keyboard Skillbuilding II (or BTECH 116 C-D)	2
BTECH 120	Intro to Windows (or BTECH 118 A-C)	3
BTECH 135	Electronic 10-Key Calculator	3
Select both:		
BTECH 146	Filing Review (2)	
BTECH 156	Records Management (3)	
or select:		
BTECH 145	Records and Database Management	5
BTECH 201	Professional Office Applications I (or BTECH 200 A-B & BTECH 210 A-B & BTECH 225A)	5
BTECH 202	Professional Office Applications II (or BTECH 220 A-C & BTECH 225 B-C)	5
BTECH 203	Professional Office Applications III (or BTECH 200 C-D & BTECH 210 C-D & BTECH 220D)	5
BTECH 241	Accounting for the Office Professional (or ACCT 170 or ACCT 101)	5
BTECH 245	Cooperative Work Experience	3
BTECH 246	Cooperative Work Experience	3
Select both:		
BTECH 117A	Format Basic Business Documents (1)	
BTECH 117B	Format Advanced Business Documents (1)	
or select:		
BTECH 230	Machine Transcription I (5)	
Select both:		
BTECH 248	Business Information Technology Seminar I (2)	
BTECH 249	Business Information Technology Seminar II (2)	
or select:		
MNGT 186	Professional Development (5)	

BUSINESS REQUIREMENTS (43 CREDITS)

BUS& 101	Introduction to Business	5
BUS& 201	Business Law	5
* BUS 105	Business English I	5
* BUS 106	Business English II	3
* BUS 107	Business Math	5
* BUS 240	Human Relations in the Workplace	5
BUS 245	Global Business: Intro and Essentials	5
* BUS 250	Business Communications	5
* MNGT 130	Customer Relationship Management	5

Total Credits Required 90-94

**Meets related instruction requirements for professional/technical programs.*

Notes:

possibilities.
realized.

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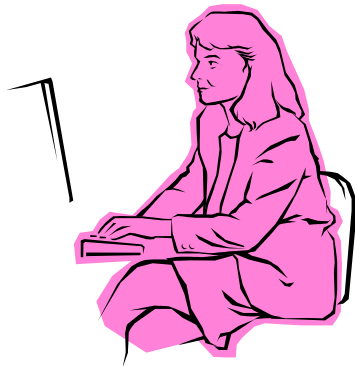
Pierce College offers the Associate in Administrative Assistant: General Office at both the Puyallup and Ft. Steilacoom campuses. Today's office environment requires support staff that has skills in business communications and computer technology.

The Associate in Administrative Assistant: General Office is designed to prepare students for entry-level positions.

Students in the Administrative Assistant: General Office program prepare for careers in business, industry and government. When composing documents, students integrate information from various computer programs including word processing, spreadsheets and presentations. An office internship is required.

Students who intend to transfer to a four-year institution should work closely with an advisor and complete AA requirements (see related brochure).

Administrative Assistant
Secretary
Program Coordinator
Executive Assistant
Office Manager



Program Outcomes

- Work independently and in teams.
- Interact courteously and responsibly with diverse people in the office environment.
- Manage time and multiple tasks appropriate to the office.
- Apply technical skills to meet industry standards in the office.
- Communicate effectively using written, oral, and visual communications skills.
- Use software to manage information.
- Conduct effective Web searches; critically analyze web sites and related professional articles.

Pierce College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability or age in its programs and activities.

Special funding may be available for unemployed workers and low-wage working parents. See your advisor or call (253) 964.6265.

For More Information:

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(253) 964.6645

Related Codes

Intent: **F or J**

Admin Asst. Gen: **547**

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