



# ADMINISTRATIVE ASSISTANT: INTERNATIONAL BUSINESS (ASSOCIATE)

## BTECH REQUIREMENTS (46-51 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
<i>Select both:</i>		5
BTECH 146	Filing Review (2)	
BTECH 156	Records Management (3)	
<i>or select:</i>		
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 ACCT101)	5
BTECH 245	Cooperative Work Experience	3
BTECH 246	Cooperative Work Experience	3
<i>Select:</i>		1-5
BTECH 117B	Format Advanced Business Documents (1)	
<i>or:</i>		
BTECH 230	Machine Transcription I(5)	
<i>Select both:</i>		4-5
BTECH 248	Business Information Technology Seminar I (2)	
BTECH 249	Business Information Technology Seminar II (2)	
<i>or select:</i>		
MNGT 186	Professional Development (5)	

## BUSINESS REQUIREMENTS (28 CREDITS)

* BUS 105	Business English I	5
* BUS 106	Business English II	3
BUS 107	Business Math	5
BUS 245	Global Business: Intro and Essentials	5
* BUS 250	Business Communications	5
* MNGT 130	Customer Relationship Management	5

## GENERAL REQUIREMENTS (25 CREDITS)

Foreign Language (same language)	15
<i>Select at least one</i>	
ANTH& 106	American Mosaic
ANTH& 206	Cultural Anthropology
<i>Select at least one</i>	
GEOG 100	Intro to Geography
GEOG 200	Cultural Geography

**Total Credits Required                    99-104**

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

**Notes:**

*possibilities.*  
realized.

# ADMINISTRATIVE ASSISTANT: INTERNATIONAL BUSINESS (ASSOCIATE)

Pierce College offers the Associate in Administrative Assistant: International Business at both the Puyallup and Ft. Steilacoom campuses.

In seaport regions, there is a heavy dependence on international trade. Assistants in this field develop cultural understanding with required skills in a foreign language, anthropology and international business communication. Students develop computer skills including word processing, spreadsheets and databases, as well as produce complex business reports created from a variety of computerized resources.

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

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

**International Assistant  
Bilingual Assistant  
Executive Assistant  
Office Manager  
Administrative Assistant**



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

## 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.
- Interact effectively with foreign nationals.
- Demonstrate proper accounting principles.
- Demonstrate knowledge of foreign trade organizations.
- Demonstrate awareness of world cultures.
- Demonstrate a geographical understanding of the world.

*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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Office of Professional/Technical Education  
(253) 964.6645

## **Related Codes**

Intent: **F or J**

Admin Asst. Int'l Bus: **551**