



ADMINISTRATIVE ASSISTANT: OFFICE MANAGEMENT (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
<i>Select both:</i>		
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 <i>(or BTECH 200 A-B, BTECH 210 A-B & BTECH 225A)</i>	5
BTECH 202	Professional Office Applications II <i>(or BTECH 220 A-C & BTECH 225 B-C)</i>	5
BTECH 203	Professional Office Applications III <i>(or BTECH 200 C-D, BTECH 210 C-D & BTECH 220D)</i>	5
BTECH 241	Accounting for the Office Professional <i>(or ACCT 170 or ACCT 101)</i>	5
BTECH 245	Cooperative Work Experience	3
BTECH 246	Cooperative Work Experience	3
<i>Select both:</i>		
BTECH 117A	Format Basic Business Documents (1)	
BTECH 117B	Format Advanced Business Documents (1)	
<i>or select:</i>		
BTECH 230	Machine Transcription I (5)	
<i>Select both:</i>		
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 (43 CREDITS)

* BUS 105	Business English I	5
* BUS 106	Business English II	3
* BUS 107	Business Mathematics	5
BUS& 201	Business Law	5
* BUS 240	Human Relations in the Workplace	5
* BUS 250	Business Communications	5
* MNGT 130	Customer Relationship Management	5
MNGT 283	Principles of Supervision & Leadership	5
MNGT 295	Human Resource Management	5
Total Credits Required		90-94

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

Notes:

possibilities.
realized.

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Program Outcomes

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

The Associate in Administrative Assistant: Office Management is designed to prepare students for entry-level positions, but is especially useful for experienced workers seeking enhanced knowledge for promotability.

Experienced office workers find that the degree provides them with the necessary technical knowledge and supervisory skills to move into office management. Positions in private enterprise and government service are available in the fields of personnel, finance, production, marketing and administration. Students develop a proficiency in using word processing, spreadsheet and database software. Students gain a solid foundation in business principles, while focusing on supervisory skills. An office internship is required.

**Office Manager
Administrative Assistant
Secretary
Program Coordinator
Executive Assistant**

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

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.

- 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.
- Apply basic accounting principles and math in daily business operations.
- Apply basic management principles to contemporary management problems.
- Apply human resource management principles.



For More Information:

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(253) 964.6645

Related Codes

Intent: **F or J**

Admin Asst. Off Mgt: **559**

This curriculum sheet was printed with funds from the Carl D. Perkins Act.
Fall 2011