

PROGRAM PLANNING GUIDE

OFFICE ADMINISTRATION Associate in Technical Arts

PROGRAM DESCRIPTION: The ATA Degree in Office Administration is designed for persons interested in working in an office or administrative support position in the private or public sector.

The Office Administration Program equips the student with a variety of skills used in large or small businesses through the study of keyboarding, formatting, communications, human relations, management, word processing, spreadsheets, databases and other related courses. In addition to completing core requirements, students may choose courses from one of four specialty areas: Administrative, Legal, Medical, and Web.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete an ATA in Office Administration will:

- Demonstrate the following skill standards:
 - Perform specific tasks using a combination of computer applications, many of which require technical knowledge, communication skills, and organized work procedures.
 - Edit documents for readability, grammar, and usage.
 - Accurately and efficiently produce properly formatted business documents.
 - File and retrieve information using multiple types of file management systems.
 - Record business transactions and prepare financial statements.
 - Navigate the internet in order to gather information to complete tasks.
- Gather information about, understand, and explain clearly to others concepts relevant to successful performance in the field of office administration.
- Think logically and critically and apply these thinking skills to the office administration field.
- Communicate effectively in oral, written, and graphic form.
- Apply fundamental quantitative and computation skills.
- Understand themselves and others as they interact in a global environment.
- Demonstrate skills in dealing with differences and managing interpersonal relationships.
- Understand fundamental ethical issues and their related responsibilities and liabilities.

PROGRAM INFORMATION/CONTACTS:

Admission:

Applications for admission and financial aid are available in Building 25, Office of Enrollment services, or call (360) 596-5241. Information is also available at the college website: www.spscc.ctc.edu. Students are accepted into the Office Administration program every quarter.

Length of Program:

Full-time students typically complete this program in six quarters, after basic skills are complete.

Costs:

Tuition is subject to change by the state Legislature. Detailed tuition information is available in the quarterly class schedule. Tuition and fees do not include the costs of textbooks and supplies.

Advisors:

D'Etta Kern, (360) 596-5545, Jean Logan, (360) 596-5279, and Ellen Reich, (360) 596-5277.

Special Program Note:

Students should take enough keyboarding classes (CIS 101, 102, 103 and 104) to achieve a minimum typing speed for their degree or certificate program.

Customer Service Representative Certificate – 30 words per minute.

Office Assistant Certificate – 40 words per minute.

Office Administration ATA Degree – 50 words per minute.

PROGRAM REQUIREMENTS:

Basic Skills Requirements:

English, Reading or Math may be required based on placement testing. Students are encouraged to complete basic skills requirements at the beginning of their education. Basic skills deficiencies must be completed prior to graduation.

ENGL 097	Basic Writing II	5 credits
READ 097	Analytical Reading II	5 credits
MATH 090	Basic Math II	5 credits

Core Requirements:

In addition to completing the basic skills requirements listed above, a student needs to complete the following classes for the certificate or degree of choice. For the Associate of Technical Arts degree and the Office Assistant Certificate, the General Education Requirements must also be completed.

Course Number and Title	Required for			Credits
	Customer Service Representative Certificate	Office Assistant Certificate	Associate of Technical Arts Core	
CIS 101 Keyboarding 1	✓	*	*	2
CIS 102 Keyboarding 2	✓	*	*	2
CIS 103 Keyboarding 3	✓	*	*	2
CIS 104 Keyboarding 4	✓	*	*	2
CIS 105 Filing	✓	✓	✓	2
CIS 106 Business English	✓	✓	✓	5
CIS 107 Practical Accounting		✓	✓	5
CIS 108 Introduction to Microsoft Office	✓	✓	✓	3
CIS 109 Human Dimensions in the Office	✓	✓	✓	3
CIS 110 Internet	✓	✓	✓	2
CIS 115 Outlook	✓	✓	✓	2
CIS 136 Word Processing Using Microsoft Word ³	✓	✓	✓	4
CIS 141 Excel ³		✓	✓	3
CIS 150 Formatting I ¹	✓	✓	✓	4
CIS 171 Office Procedures (S)	✓	✓	✓	3
CIS 175 Administrative Services ⁴ (F)		✓	✓	3
CIS 210 Business Communications (F,S)		✓	✓	5
CORE CREDIT TOTAL	36	48	48 +	

*must complete at least two keyboarding classes and reach the minimum speed for your program

¹Ability to keyboard 30 words a minute before taking this class.

²Ability to keyboard 40 words a minute before taking this class.

³See catalog for prerequisites.

⁴This course should be taken after all core courses have been completed.

Associate in Technical Arts Degree Requirements: (In addition to the Core and General Education Requirements, choose one of the specialty areas listed below :)

Administrative Assistant

Course Number and Title	Credits
BUS& 101 Introduction to Business (formerly BUS 101)	5
CIS 111 PowerPoint (S)	2
CIS 145 Introduction to Access	5
CIS 236 Word Processing II ³	5
CIS 238 Desktop Publishing (F)	4
CIS 250 Formatting II ²	4
CIS 256 Machine Transcription ² (W)	4
CIS 259 Integrating Software (S)	5
COOP Cooperative Work Experience/Internship	1-3
TOTAL	35-37

Legal Administrative Assistant

Course Number and Title	Credits
BUS 171 Business Law I	5
CIS 111 PowerPoint (S)	2
CIS 236 Word Processing II ³	5
CIS 256 Machine Transcription ² (W)	4
CIS 259 Integrating Software (S)	5
COOP Cooperative Work Experience/Internship	1-3
LEGL 101 Legal Procedures (F)	3
LEGL 102 Legal Forms ² (W)	4

LEGL 105 Contracts and Probate and Domestic Law (S)	5
TOTAL	34-36

Medical Administrative Assistant

Course Number and Title	Credits
CIS 236 Word Processing II ³	5
CIS 250 Formatting II ²	4
CIS 252 Introduction to Medical Transcription (S)	3
CIS 256 Machine Transcription ² (W)	4
CIS 259 Integrating Software (S)	5
COOP Cooperative Work Experience/Internship	1-3
MED 102 Medical Law, Ethics and Bioethics (F)	2
MED 103 Medical Terminology I	3
MED 110 Medical Insurance Coding and Billing for the Medical Office (W)	5
MED 112 Medical Terminology II (S)	5
TOTAL	37-39

Web Administrative Assistant

Course Number and Title	Credits
CIS 111 PowerPoint (S)	2
CIS 184 Creating Web Pages	5
CIS 236 Word Processing II ³	5
CIS 237 Dreamweaver MX (W)	4
CIS 238 Desktop Publishing (F)	4
CIS 239 Graphics on the Web Using Photoshop (S)	4
CIS 250 Formatting II ²	4
CIS 259 Integrating Software (S)	5
COOP Cooperative Work Experience/Internship	1-3
TOTAL	34-36

²Ability to keyboard 40 words a minute before taking this class.

³See catalog for prerequisites.

General Education Requirements:

For the Associate of Technical Arts degree and the Office Assistant Certificate, a minimum of three credits from each of the four categories--Reading/Writing; Listening/Speaking; Computation; and Human Relations--must be completed.

Reading/Writing:

ENGL& 101 English Composition I (formerly WRIT 101)	5 credits
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Speaking/Listening:

CIS 210 Business Communication (Completed in Core)	5 credits
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Computation:

BUS 104 Business Math	5 credits
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Human Relations:

CIS 109 Human Dimensions in the Office (Completed in Core)	3 credits
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Cooperative Work Experience/Internships:

Cooperative Work Experience is the internship program a South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

The Cooperative Work Experience/Internship Office number is (360) 596-5359. Please call for an appointment.

For more information, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 22-204) or at <http://www.spscc.ctc.edu/internship/>

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a "diversity" course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instruction Council prior to the student enrolling in the class.

The diversity requirement may be completed within the General Education requirements by choosing one of the bolded courses listed under the Speaking/Listening category or the Human Relations category.

CERTIFICATE OPTIONS:

Certificate of Completion in Clerk Receptionist (Customer Service Representative) may be awarded upon completion of the core courses as indicated above.

Office Assistant Certificate of Completion will be awarded upon successful completion of all core and general education requirements as shown above.

OFFICE OF CIVIL RIGHTS COMPLIANCE STATEMENT: South Puget Sound Community College's equal opportunity policy prohibits discrimination in our services and in employment against any person on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, Vietnam-era or disabled veteran status, or the presence of any sensory, physical or mental disability except in the case of a bona fide occupation qualification. South Puget Sound Community College is an equal opportunity/affirmative action employer and complies with the Americans with Disabilities Act (ADA).

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