



- **Administrative Assistant Concentrations**
 - GENERAL
 - MEDICAL
 - LEGAL
 - FINANCIAL
 - COURT REPORTING/Closed Captioning

Administrative Assistant



- **Job Title may Not include the word “Secretary”**
 - Typing, Answering phones, Greeting people
- **Other Titles:**
 - Office Coordinator, Executive Administrative Assistant
- **Today’s Workplace.....**
 - Interview & Train new employees
 - Coordinate travel arrangements
 - Coordinate special events
 - Create & Update websites, databases, spreadsheets, etc.
 - Use social media to conduct business (i.e. marketing, events, etc.)
 - ✦ (facebook, www.linkedin.com, twitter, etc.)
 - And More.....

Degrees– Office Technology



- **MEDICAL Administrative Assist.**
 - Medical Clerk
 - Medical Secretary
 - Medical Transcriptionists

- **Classes We Offer...**
 - Medical Terminology
 - Health Records Mngt.
 - Keyboarding II
 - Business Communications
 - Ethics & Law for Healthcare
 - Computer courses
 - ✦ Word-processing
 - ✦ Spreadsheets
 - ✦ Presentation graphics
 - ✦ E-mail, Social media

Degrees– Office Technology

- **LEGAL Administrative Assist.**
 - Legal Clerk
 - Legal Secretary
 - Legal Transcriptionists

- **Classes We Offer...**
 - Introduction to Law
 - Legal Terminology
 - Law Office Mngt.
 - Legal Ethics & Professionalism
 - Keyboarding II
 - Business Communications
 - Computer courses
 - ✦ Word-processing
 - ✦ Spreadsheets
 - ✦ Presentation graphics
 - ✦ E-mail, Social media
 - Etc.

Degrees– Office Technology

- **GENERAL Administrative Assistant**

- General Secretary
- Office Coordinator
- Administrative Assistant
- Executive Administrative Assistant

- **Classes We Offer...**

- Business Communication
- Accounting
- Records Management
- Computer Data Entry
- Keyboarding II
- Advanced Office Keyboarding
- Computer courses
 - ✦ Word-processing
 - ✦ Spreadsheets
 - ✦ Presentation graphics
 - ✦ E-mail, Social Media
- Co-Op Education, etc.

Beyond the Classroom....



- **Student Clubs**

- ✦ Most majors
- Field Trips
- Guest Speakers
- Workshops
- Webinars
 - ✦ (online workshops)

- **Co-Ops**

- Internships at local businesses
- Paid & Unpaid
- Get class credit

- **Certifications**

- Some classes prepare you to take computer certifications
 - ✦ Competitive
 - ✦ Higher salary
- **Microsoft Office Specialist (MOS)**
 - ✦ Word-processing (Word)
 - ✦ Spreadsheets (Excel)
 - ✦ Presentation graphics (PowerPoint)
 - ✦ Database management (Access)