

BUSINESS TECHNOLOGIES: PROFESSIONAL ADMINISTRATIVE MANAGEMENT

PROGRAM DESCRIPTION:

The Professional Administrative Management Associate Degree and Certificate of Achievement programs prepare students for business office careers, including those in middle/administrative management. Students develop abilities that create opportunities for promotions, job transitions, and positions of greater responsibility in the workplace. Emphasis on supervision, leadership, and interpersonal skills.

CAREER AT A GLANCE:

HOW DO I KNOW IF THIS MAJOR IS FOR ME?

- You like to lead by example
- You like to check completed work for typing errors
- You want to manage others
- You are comfortable answering and sharing information over the telephone
- You like using a computer to do your work
- You are good at keeping records
- You like set procedures and routines
- You like to work with data and details

Use Focus2Career on your MyChaffey portal to learn more about careers and majors that fit you best.

WHERE CAN I WORK?

Educational Institutions	Government Agencies
Small Businesses	Legal Services
Hospitals	Non-Profit Organizations
City/County Offices	

For more information visit: www.labormarketinfo.edd.ca.gov/OccGuides

HOW DO I GET STARTED?

- Start taking introductory business technology courses
- Apply for entry level positions in reception, data entry, or customer service with employers where you would like to promote
- Update resume to include technology, office and software proficiencies
- Practice interpersonal skills
- Emphasis leadership and planning skills on resume and during interviews

WHAT CAN I DO WITH THIS CERTIFICATE AND/OR ASSOCIATE DEGREE?

<i>Position Title</i>	<i>CA Median Salary</i>
Office Clerk	\$33,900
Office Assistant	\$40,490
Receptionist	\$30,510
Secretary	\$40,490
Administrative Assistant	\$40,490
Word Processor	\$46,210
Typist	\$46,210
Data Entry Keyer	\$32,020
Office Technician	\$30,510
Desktop Publisher	\$50,210
Administrative Technician	\$40,490
Staff Assistant	\$40,490
Office Manager	\$102,840
Administrative Coordinator	\$66,580
Executive Secretary	\$66,580
Legal Secretary	\$52,040

WHAT CAN I DO WITH HIGHER EDUCATION AND ADDITIONAL TRAINING?

<i>Position Title</i>	<i>CA Median Salary</i>
Operations Manager	\$111,390
Human Resources Specialist	\$42,000

For more information about careers, education and training requirements, salary data, and job outlooks visit www.onetonline.org.

BUSINESS TECHNOLOGIES: PROFESSIONAL ADMINISTRATIVE MANAGEMENT

MAJOR AND COURSE REQUIREMENTS:

LEGEND: G=Grade IP=In Progress N=Need **Bold: Prerequisites** Plain Text: No Prerequisites

Major Requirements for the Associate in Science Degree: (S321)

		Grade	IP	Need	Units
BUSTEC 40B	Computer Keyboarding: Speed and Accuracy Development				3
BUSTEC 60A	Microsoft Office Word-Specialist (or BUSTEC 60B, Microsoft Office Word—Expert)				3
BUSTEC 62	Microsoft Office Outlook				1.5
BUSTEC 63	Microsoft Office Excel—Comprehensive				3
BUSTEC 64	Microsoft Office Access—Comprehensive				3
BUSTEC 400	Job Search and Interviewing Techniques				1.5
BUSTEC 455	Fundamentals of English for Business (or BUS 88, Business Communication)				3
BUSTEC 471	Administrative Office Management				3

Student Name: _____

ID#: _____

Date: _____

Counselor: _____

Plus nine units from the following:

		Grade	IP	Need	Units
BUSTEC 50	Filing and Records Management				3
BUSTEC 60B*	Microsoft Office Word—Expert *(if not used above)				3
BUSTEC 61	Microsoft Office Work PowerPoint				1.5
BUSTEC 410	Microsoft Office Publisher—Comprehensive				3
BUSTEC 452	Administrative Financial Bookkeeping				3
BUSTEC 460	Proofreading: Text-Editing Skills				3
BUSTEC 470	Office Systems and Procedures				3

COUNSELOR NOTES:

Requirements for the Professional Administrative Management Certificate (L321):

Same as the major requirements for the A.S. Degree.

\$46 per unit for CA Residents

In addition to completion of the MAJOR, there are other requirements for the degree, refer to the Chaffey College Graduation Requirement Sheet or see a counselor in the Counseling Center.
 All courses required for a certificate must be completed with a minimum grade of C.