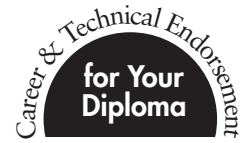




# Administrative Assistant/Office Tech.

accredited by Microsoft Office Specialist (MOS)



The ADMINISTRATIVE ASSISTANT/ OFFICE TECHNOLOGY program develops the student's basic understanding of business knowledge and skills to a comprehensive knowledge of word processing and financial information. Students will begin their development with an overview of business organizations and managerial processes and systems. Hands-on opportunities will be available to explore computer productivity tools and the Internet. With increased mastery, students will be able to create databases and format worksheets. Using PowerPoint, students will be able to create their own slide presentations.

## Work Environment

Today, most large and small companies require their employees to have skills in using personal computers. Knowledge of computer applications can be applied to all fields of the job market including finance, law, journalism, communications, research and civil service. Career opportunities exist within the areas of word processing, data entry and financial information processing.

Workspaces in the field of Administrative Assistant/ Office Technology are usually located in well-lighted, comfortable areas. Workers will be expected to participate in group projects as well as work individually. Students in the Administrative Assistant/ Office Technology program are expected to be mature, self-motivated, conscientious, well organized and able to work accurately.

Individuals within the area of Administrative Assistant/ Office Technology generally work a standard 37-40 hours week. Full-time employees can expect to receive health insurance and other such benefits as paid vacation and holidays.

## Career Opportunities

Administrative Assistant  
Data Entry Operator  
Database Specialist  
Presentation Developer  
Word Processing Specialist  
Web Page Designer

## Advanced Standing Available\*

Berkeley College  
Briarcliffe College  
Dowling College  
Five Towns College  
New England Institute of Technology  
Pennsylvania College of Technology  
SUNY Canton

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements on page 49.

## Employment Outlook

As most large and small firms are now computerized, growing opportunities are available on both a local and national level.

**Starting Weekly Salary:** \$400 per week, \$20,000-\$22,000 yearly.

## Student Supplies

There are no student-purchased supplies necessary.

## Academic credits integrated:

- Technical Science
- Technical Math
- English 12
- Economics/ Participation in Gov't

## CTE Endorsement

In order to be granted the Technical Diploma endorsement, students must successfully meet the academic and attendance criteria for a two-year Wilson Tech Certificate of Completion, including Career and Financial Management (CFM), and pass the following national certification exam: Microsoft Specialist Exam (MOS)- Specialist Certification (Word, Excel, Access, PowerPoint, Outlook)

## Helpful Preparatory Courses

- Keyboarding

## Course Outline

- Business Analysis
- Business Computer Applications
- Data Entry
- Internet Applications
- Microsoft Windows and Microsoft Office Access
- Excel
- PowerPoint
- Word
- Web Page Design

## Consider these classes at Tech

- Web & Internet Technology
- Medical Assisting
- Office Skills\*
- Retailing\*

All placements are based upon individual needs and approval from the district and parent/guardian.

\*Smaller class size.