

Executive

Associate in Applied Science in Administrative Technology

Program Description:

The Administrative Technology—Executive Option program maintains student learning as its main priority and is committed to excellence in a learning environment that emphasizes procedures in a business office, problem solving, and skilled use of computer business software applications to provide for workforce development, career preparation, and lifelong learning. The complexities of today's business offices have created the need for highly skilled employees who possess the knowledge and confidence necessary to handle a wide variety of administrative and office tasks. Upon completion of the Associate in Applied Science Degree in Administrative Technology—Executive Option, the graduate will be able to demonstrate knowledge that is specific to a business office and gain real-life experience through placement in a business office internship.

Career Outlook:

Secretaries and administrative assistants held about 4.2 million jobs in 2006, ranking among the largest occupations in the U.S. economy. The state of West Virginia has classified the Administrative Technology field as being in "high demand" because the number of anticipated qualified employees is significantly lower than the number of expected job openings in the state. Projected employment of administrative assistants will vary by occupational specialty. Rapidly growing industries such as administrative/support services and professional/technical services will continue to generate most new job opportunities through 2016. In addition to those resulting from growth, numerous job openings will result from the need to replace workers who transfer to other occupations or leave this very large occupation for other reasons each year. The United States Bureau of Labor Statistics indicates that opportunities should be best for applicants with extensive knowledge of software applications.

Salary Forecast:

Median annual earnings of executive secretaries and administrative assistants were \$37,240 in May 2006. The middle 50 percent earned between \$30,240 and \$46,160. The lowest 10 percent earned less than \$25,190, and the highest 10 percent earned more than \$56,740. Median annual earnings in the industries employing the largest numbers of executive secretaries and administrative assistants in May 2006 were:

Management of companies and enterprises	\$41,570
Local government	\$38,670
Colleges, universities, and professional schools	\$36,510
State government	\$35,830
Employment services	\$31,600

Information obtained from Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2008-09 Edition, Secretaries and Administrative Assistants, on the Internet at <http://www.bls.gov/oco/ocos151.htm> (Visited May 5, 2009)

Career Description:

As the reliance on technology continues to expand in offices, the role of the Administrative Assistant has greatly evolved. Office automation and organizational restructuring have led office professionals to assume responsibilities once reserved for managerial and professional staff. Many secretaries and administrative assistants now provide training and orientation for new staff, conduct research on the Internet, and operate and troubleshoot new office technologies. In spite of these changes, however, the core responsibilities for secretaries and administrative assistants have remained much the same: performing and coordinating an office's administrative activities and storing, retrieving, and integrating information for dissemination to staff and clients.

Accreditation

The Association of Collegiate Business Schools and Programs (ACBSP) accredits the Administrative Technology Executive degree program. The ACBSP is the only nationally recognized organization that grants specialized accreditation to two- and four-year college and university business programs.

Major Code - CO20 • Concentration Code - CO25

FIRST YEAR	
<p>First Semester</p> <p>AT 136 Comprehensive Word Processing (EDGE).....3</p> <p>ENL 111 Written Communication3</p> <p>IT 101 Fundamentals of Computers (EDGE)3</p> <p>MAT 115 Business Mathematics.....3</p> <p>MG 101 Introduction to Business (EDGE)3</p> <p>TOTAL CREDITS.....15</p>	<p>Second Semester</p> <p>AT 114 Keyboarding II¹ (EDGE)3</p> <p>AT 160 Introduction to Presentation Software (EDGE)3</p> <p>AC 103 Intro to Accounting.....3</p> <p>COM 112 Oral Communication3</p> <p>IT 150 Applications to Spreadsheets² (EDGE)3</p> <p>TOTAL CREDITS.....15</p>
SECOND YEAR	
<p>Third Semester</p> <p>AT 104 Records Management3</p> <p>AT 255 Desktop Publishing².....3</p> <p>AT 265 Administrative Office Procedures³ (EDGE)3</p> <p>MG 202 Business Organization & Management⁴3</p> <p style="padding-left: 20px;">Social Science Requirement⁵.....3</p> <p>TOTAL CREDITS.....15</p>	<p>Fourth Semester</p> <p>AT 261 Integrated Document Formatting⁶3</p> <p>AT 290 Internship⁷3</p> <p>ENL 231 Technical Report Writing^{8,9}3</p> <p style="padding-left: 20px;">Elective¹⁰.....3-4</p> <p style="padding-left: 20px;">Math/Science Requirement¹¹.....3-4</p> <p>TOTAL CREDITS.....15-17</p>
HOURS REQUIRED FOR GRADUATION: 60-62	

EMPLOYMENT OPPORTUNITIES:

- Administrative assistant
- Administrative secretary
- Executive assistant
- Executive secretary
- Law firms
- Law offices

PROGRAM Admission Requirement:

The college adheres to an open admissions policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

EARN A DEGREE GRADUATE EARLY (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

CONTACT INFORMATION:

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1. Students must demonstrate a minimum of 35 wpm with 5 or fewer errors before they can enroll in AT 114. AT 114 has a prerequisite of AT 136 or permission.
 2. IT 150 and AT 255 have a prerequisite of IT 101.
 3. AT 265 has a prerequisite of AT 136.
 4. MG 202 has a prerequisite of MG 101 or permission.
 5. Social Science Requirement: Select from EC 102, SS 201, SS 210, or SS 215.
 6. AT 261 has a prerequisite of AT 114.
 7. AT 290 has a prerequisite of completion of 45 program credit hours or permission.
 8. ENL 231 has a prerequisite of COM 111 or ENL 111.
 9. COM 235 may be substituted for COM 231 or ENL 231.
 10. Elective credits must be sufficient to meet program completion requirement of 60 minimum total credits.
 11. Math/Science Requirement: Select from MAT 150, MAT 210, SCI 101, or BIOL 257.