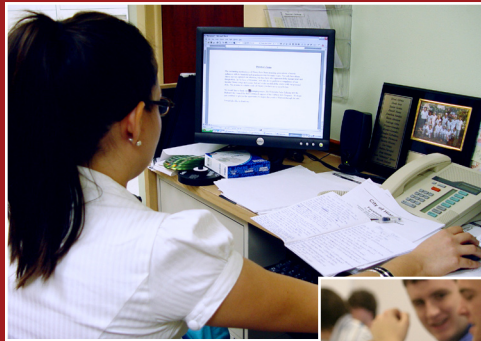


REND LAKE COLLEGE



**... setting the standard
for leadership
and excellence.**



**468 N KEN GRAY PKWY
INA, ILLINOIS 62846**

REND LAKE COLLEGE

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**OFFICE SYSTEMS
TECHNOLOGY
ADMINISTRATIVE ASSISTANT**



www.rlc.edu

Office Systems Technology

As the reliance on technology continues to expand in offices, the role of the office professional evolves as well. Office automation and organizational restructuring have led administrative assistants to take on responsibilities once reserved for managers and professional staff. In spite of these changes, the core responsibilities for 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.

Rend Lake College offers a two-year Associate in Applied Science Degree in Office Systems Technology – Administrative Assistant, which prepares students for direct entry into the workforce.

Administrative assistants perform a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, Web sites, and e-mail. They also may handle travel and guest arrangements.

Administrative assistants use a variety of office equipment, such as fax machines, copiers, scanners, and videoconferencing and telephone systems. In addition, they often use computers to do tasks previously handled by managers and professionals, such as, creating spreadsheets; composing correspondence; managing databases; and creating presentations, reports, and documents using desktop publishing software and digital graphics. They also may negotiate with vendors, maintain and examine leased equipment, purchase supplies, manage areas such as stockrooms or corporate libraries, and retrieve data from various sources. In a number of organizations, administrative assistants work in teams to work flexibly and share their expertise.

Many administrative assistants now provide training and orientation for new staff, conduct research on the Internet, and operate and troubleshoot new office technologies.

Administrative assistants are employed in organizations of every type. Around 9 out of 10 are employed in service-providing industries, ranging from education and health care to government and retail trade. Most of the rest work for firms engaged in manufacturing or construction.

Source: U.S. Department of Labor, Bureau of Labor Statistics

ADMINISTRATIVE ASSISTANT

Associate in Applied Science Degree
BUSINESS DIVISION

This curriculum is designed to provide students with the background in technical skills and general studies necessary for a career as an administrative assistant in business and industry. It also helps those already employed upgrade job skills and advancement potential.

■ Total = 66 Hours

First Semester		Cr. Hrs.
BUSI 1101	Introduction to Business	3
CSCI 1101	Introduction to Computers	3
ENGL 1101	Rhetoric and Composition I ¹	3
OFTC 1203	Building Keyboarding Speed/Acc. I	1
OFTC 1232	Business Data Entry	3
OFTC 1252	Records Management Concepts / Computerized Applications	3
		16
Second Semester		
BUSI 2107	Business Communications	3
COMM 1101	Principles of Effective Speaking	3
MATH 1202	Business Mathematics ^{1,2}	
	MATH 1107 or Contemporary College Math	3
OFTC 1202	Beginning Document Formatting	3
OFTC 1204	Building Keyboarding Speed/Acc. II	1
OFTC 1233	Office Accounting	3
		16
Summer Term		
OFTC 2291	Cooperative Experience I	3
Third Semester		
BUSI 2102	Customer Service	3
CSCI 1263	Beginning Microsoft Excel	3
OFTC 2201	Advanced Document Formatting	3
OFTC 2261	Office Procedures & Technology	3
PSYC 2106	Human Relations	3
		15
Fourth Semester		
ACCO 1209	Computerized Accounting	3
BUSI 1200	Job Strategy	1
CSCI 1255	Beginning Microsoft Access	3
CSCI 1275	Microsoft PowerPoint	3
CSCI 2245	Integrating Microsoft Applications	3
OFTC 2262	Integrated Office Procedures	3
		16

¹ Prerequisite course(s) may be required based on test results.

² Talk to an advisor if transferring to a four-year institution. NOTE: Any student who has not previously met state requirements concerning the Illinois and Federal Constitution must take either HIST 2101, POLI 1101 or POLI 2101 as an elective.

JOB PLACEMENT

Employment opportunities range from positions in small, individually owned doctors' offices and clinics to hospitals. Well-trained individuals are in great demand in this field.

Rend Lake College provides placement services for graduates in an effort to assist them in finding employment. The college's Center for Business Services includes an Employment Services program, which offers employers a pleasant, flexible alternative to more rigid and structured placement agencies. Many employers contact Employment Services to inform the college of full-time, part-time, temporary and seasonal openings. Graduates and current students can contact the Center for Business Services about positions available in their fields of study.

FOR MORE INFORMATION, PLEASE CONTACT:

Rend Lake College
Office Systems Tech. Dept.
468 N Ken Gray Pkwy • Ina, IL 62846
Phone ~ (618) 437-5321, Ext. 1754
Toll-Free (In-District) ~ 1-800-369-5321
Fax ~ (618) 437-5677
advising@rlc.edu