

**GREAT PLAINS TECHNOLOGY CENTER
COURSE OF STUDY**

Career Cluster: Business, Management and Administration (BA)

Career Pathway: Administrative Support (BA002)

Program: Executive Administrative Assistant (BA0020032)

Program Hours: Secondary Students: 1050 Hours
Adult Students: 1050 Hours

Instructor: Name: Nicole Wilson
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Academic Credit: Secondary Students: 3 high school credits per year – *OK Promise
Credit

Adult Students: Transcript

Prerequisites: Typing/Keyboarding

Program Description:

This program prepares students in higher-level content and strategies necessary to effectively engage students in technology and managerial skills needed for success in competitive business careers. This program is designed to enhance administrative support, accounting and management skills needed in the workplace in administrative support and office management. Students gain high-level technology and managerial skills needed for success in competitive business careers.

Program Goals:

Students enrolled in this program will be given the opportunity to develop the skills and attitudes needed to successfully enter the world of business according to their personal choice, ability, and resourcefulness.

Upon achieving the goals of this program, students will:

- Become competent in the fundamental skills of the occupation.
- Become qualified for further related education and/or entry into the job market.
- Participate as responsible citizens.
- Develop positive and realistic self-images.
- Develop the ability to work with limited or no supervision.
- Accept and abide by the rules and regulations established by the school and/or place of employment.

Related Career Opportunities:

- Business Consultant
- Corporate Trainer
- Office Manager
- Administrative Assistant
- Secretary

Program Objectives:

After successful completion of this program, the student will be able to:

- Use proper keyboarding and computer techniques.
- Become competent in the fundamental skills of the occupation.
- Become qualified for further related education and/or entry into the job market.
- Demonstrate proper office procedures.
- Accept and abide by the rules and regulations established by the school and/or place of employment.
- Demonstrate proper office procedures.
- Develop leadership skills through the Career Tech Student Organization (CTSO).

Program Course Sequence:

- HS Student and Part-time Adult (Year One): Course Sequence I
- HS Student and Part-time Adult (Year Two): Course Sequence II
- Full-time Adults (Year One): Course Sequence I and II

**DESCRIPTION OF COURSES
SEQUENCE I**

<u>Course #</u>	<u>Course Name</u>	<u>HST</u>	<u>HSL</u>	<u>ADT</u>	<u>ADL</u>
BT00182	Fundamentals of Technology (8169*)	40	80	40	80
This course will provide students with the fundamental concepts, principles, and ideas needed to understand how business is operated and managed in a rapidly changing global environment, which is needed for success in careers in business related fields. This course also provides job readiness skills and soft skills that are critical for success in any workplace setting. (This course can be substituted with Business and Computer Tech).					
BT00014	Fundamentals of Admin. Technologies (8103*)	30	90	30	90
This course builds on the core business skills and will provide students with the concepts, principles, and attitudes needed to understand how an office is operated and managed in a rapidly changing global environment. State-of-the-art personal computing is integrated throughout the course.					
BT00114	Administrative Technologies II (8104*)	30	90	30	90
This course builds on the Fundamentals of Administrative Technology skills and will provide students with the ability to utilize, analyze and manipulate data through a database application. The integration of multiple applications will build critical thinking skills as students utilize the appropriate applications needed to complete case projects.					
BT00232	Customer Assistance	30	90	30	90
This course provides student with customer service concepts. The competencies include assessing customer needs, educating customers, solving problems, and making decisions. Students learn competencies required to pass industry certifications in addition to secure and hold jobs.					
BT00110	Program Capstone - I	0	45	0	45
Internships, project-based instruction and additional industry certifications will be utilized in this course to reinforce skills obtained within any Business, Marketing, and Information Technology program. Students will make final preparations for industry certifications as they master outlined competencies. Students will select from various project options to finalize portfolios that highlight skills and					

certifications. Students may also undertake special projects, cross-train, or participate in workplace learning opportunities to enhance skills in accordance with industry demands.

Sequence I Subtotal Hours:	Theory	Lab	Total
High School Student:	130	395	525
Adult Student:	130	395	525

**DESCRIPTION OF COURSES
SEQUENCE II**

<u>Course #</u>	<u>Course Name</u>	<u>HST</u>	<u>HSL</u>	<u>ADT</u>	<u>ADL</u>
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BT00049	Office Administration & Management (8105*)	30	90	30	90
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This course builds on the Fundamentals of Administrative Technologies. It focuses on higher-level content and strategies necessary to effectively engage students in technology and managerial skills needed for success in competitive business careers. This course is designed to enhance administrative support and management skills needed in the workplace.

BT00011	Accounting I	30	90	30	90
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This course will provide students with a strong foundation in generally accepted accounting principles and techniques needed for success in careers in accounting or other business related fields.

BT00035	Computerized Accounting (8109*)	30	90	30	90
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This course is designed to integrate accounting principles using computerized accounting system(s).

BT00119	Payroll Accounting	30	90	30	90
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This course will provide students with a strong foundation in payroll principles and techniques needed for success in careers in accounting or other business related fields.

BT00110	Program Capstone - II	0	45	0	45
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Internships, project-based instruction and additional industry certifications will be utilized in this course to reinforce skills obtained within any Business, Marketing, and Information Technology program. Students will make final preparations for industry certifications as they master outlined competencies. Students will select from various project options to finalize portfolios that highlight skills and certifications. Students may also undertake special projects, cross-train, or participate in workplace learning opportunities to enhance skills in accordance with industry demands.

Sequence II Subtotal Hours:	Theory	Lab	Total
High School Student:	120	405	525
Adult Student:	120	405	525

Program Total:	Theory	Lab	Total
High School Student:	250	800	1050
Adult Student:	250	800	1050

Evaluation Policy:

Employability Grades (100 points per week; 40% of final grade)

The employability skills grade is based on 20 points per day (which may include: attitude, attendance, safety, punctuality, cooperation, participation, clean-up, class preparation, school/classroom rules, and time management). Points will be deducted if these responsibilities are not met at the instructor's discretion. Students will be allowed to make up unearned employability points for **excused** absences only. Full credit will be given for assignments/tests that have been made up (see Student Handbook).

Performance Grades (40% of final grade)

- Live projects
- Performance or skill tests
- Homework
- Written Assignments

Test Grades (20% of final grade)

- Quarterly Projects
- Tests

Final Grade (9 Weeks Period)

9-weeks grade will be calculated by averaging grades in each category and summing each category according to their assigned weight. Progress reports will be sent to home schools at six and twelve-week intervals each semester as required or requested. Grades are accessible on-line at <http://sonisweb.greatplains.edu/studsect.cfm>

Grading Scale:

The grading scale as adopted by the Board of Education is as follows:

A	=	90 – 100
B	=	80 – 89
C	=	70 – 79
D	=	60 – 69
F	=	Below 60
W	=	Withdrawn
I	=	Incomplete
N	=	No Grade (Refer to Student Handbook)

Make-Up Work Policy:

All Make-Up Work Is The Responsibility Of The Student. Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

Attendance Policy:

For specific information related to attendance and tardiness, refer to the Student Handbook. Students should keep a written record of their absences and tardiness.

Course Requirements and Expectations:

The general course requirements and expectations include:

- Career Tech Student Organizations (CTSOs) offer outstanding opportunities for development of leadership and social skills. CTSO membership is part of the curriculum. Therefore, all students are members of their CTSO and are expected to participate in CTSO activities.
- Students are required to interact with a variety of people and must treat everyone with respect. Malicious gossip, bullying, negative or taunting comments are prohibited.
- All students must adhere to policies and procedures in the Student Handbook.
- Students must pass certification exams.

Student Behavior Includes:

- Wear the student name badge at all times
- Follow the proper procedure if you are to be absent, tardy or have a school activity
- Abide by the rules in the student hand book, as well as those established inside the classroom
- Be Prompt. Enter the classroom quickly and quietly ready to start the lesson for each day
Students who provide their own transportation must arrive at the start of class
- Be Prepared. Ensure that you have all materials needed for each day
- Be Respectful. Disrespect for others and authority will not be tolerated
- Be Responsible. Take responsibility for all of your actions academically as well as socially
- Perform proper shutdown procedures at the end of each class (turn off power to all workstation equipment or as directed, clean individual work area, return books/supplies, etc.)
- Complete homework assignments that may be given

NOTE: For additional information or questions regarding the GPTC School policies and procedures, please refer to the Student Handbook and/or the Instructor.

Industry Alignments:

- Microsoft Office Specialist
- QuickBooks Specialist

Certification Outcomes:

Tier 1 – Certifications Recognized, Administered and/or Endorsed by Industry

- Certiport: MOS: Excel (0145)
- Certiport: MOS: PowerPoint (0146)
- Certiport: MOS: Word (0143)
- Certiport: QuickBooks Certified User Desktop 2018

Tier 2 – Certifications Endorsed by Industry Organizations

- ODCTE: Accounts Payable Clerk (0001)
- ODCTE: Accounts Receivable Clerk (0002)

CIP Code and SOC Code Crosswalk:

- CIP Code – 52.0402
- SOC Code – 43-6011.00

Instructional Materials and Supplies:

High school students are not required to purchase textbooks or supplemental materials. Adult students must purchase certain textbooks and all workbooks. The prices listed are approximate and subject to change. Before purchasing textbooks, please discuss with instructor.

eLearning Curricula:

MindTap Printed Access Card. 978-1-305-94776-4. 2016. (\$55.00)

Neiman, Risa R. and Kristine Bunyea.. QuickBooks Desktop 2018: Comprehensive with E-Lab Access & Trial Software. 978-1-64061-004-0. Berkeley: Labyrinth Learning, 2018. (\$111.00)

Textbooks:

Carnegie, Dale. How to Win Friends & Influence People. 893-7485909400.

Gilbertson, Claudia B., Mark Lehman, and Debra Gentene. Century 21 Accounting: Multicolumn Journal (Accounting I). 10th ed. 978-0840064653. Mason: Cengage Learning, 2014. (\$109.00)

Lucas, Robert W. Customer Service Skills for Success. 7th ed. 978-1-260-15753-6. New York: McGraw Hill, 2019

Pasewark, William R. Calculators Printing & Display. 4th ed. 0-538-43991-2. Mason: Thomson Higher Education, 2006.

Rankin, Dianne S. and Kellie A. Shumack. The Administrative Professional: Technology and Procedures. 15th ed. 9781305581166. Mason: Cengage Learning, 2017. (\$186.00)*

Fehl, Alec. Your Digital Foundation. 10th ed. 978-1-59136-828-1. Labyrinth Learning, 2017.*

*Check-out available