



BUSINESS

# Administrative Office Information Systems

# Careers

**A**s the reliance on technology continues to expand in offices, the role of the office professional has greatly evolved. Office automation and organizational restructuring have led secretaries and administrative assistants to assume responsibilities once reserved for managerial and professional staff.

Secretaries and administrative assistants perform a variety of administrative and clerical duties necessary to run an organization efficiently.

Secretaries and administrative assistants use a variety of office equipment, such as fax machines, photocopiers, scanners, and videoconferencing and telephone systems.

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.

Secretaries and administrative assistants usually work in schools, hospitals, corporate settings, government agencies, or legal and medical offices. Their jobs often involve sitting for long periods. If they spend a lot of time keyboarding, particularly at a computer monitor, they may encounter problems of eyestrain, stress, and repetitive motion ailments such as carpal tunnel syndrome.

Almost one-fifth of secretaries work part time and many others work in temporary positions. A few participate in job-sharing arrangements, in which two people divide responsibility for a single job. The majority of secretaries and administrative assistants, however, are full-time employees who work a standard 40-hour week.

## Job Outlook

Employment of secretaries and administrative assistants is expected to grow about as fast as average for all occupations. Secretaries and administrative assistants will have among the largest numbers of new jobs arise, about 362,000 over the 2006-16 period. Additional opportunities will result from the need to replace workers who transfer to other occupations or leave this occupation.

In addition to jobs created from growth, numerous job opportunities will arise from the need to replace secretaries and administrative assistants who transfer to other occupations, especially exceptionally skilled executive secretaries and administrative assistants who often move into professional occupations. Job opportunities should be best for applicants with extensive knowledge of software applications and for experienced secretaries and administrative assistants. Opportunities also should be very good for those with advanced communication and computer skills. Applicants with a bachelor's degree will be in great demand to act more as managerial assistants and to perform more complex tasks.

## Earnings

Median annual earnings of secretaries, except legal, medical, and executive, were \$27,450 in May 2006. The middle 50 percent earned between \$21,830 and \$34,250. The lowest 10 percent earned less than \$17,560, and the highest 10 percent earned more than \$41,550.

## Related Programs

- Office Assistant
- Entrepreneurship
- Human Resources Management

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## Educational Opportunities in Administrative Office Information Systems Careers at LCCC

### *Associate of Applied Business in Administrative Office Information Systems*

Skills in office information systems are a must in order to keep an office running efficiently. Good communication and organization skills plus experience in current business software applications prepares students to interact positively with people, equipment and procedures.

### *Certificate of Proficiency in Office Assistant*

This program is offered to certify job skills and to upgrade and enhance any business career.

## Related Educational Opportunities at LCCC

- Associate of Applied Business in Accounting
- Associate of Applied Business in Business Administration (Management)
- Associate of Applied Business in Computer Information Systems (Network Communications Technology)
- Associate of Applied Business in Computer Information Systems (Software Development)
- Associate of Applied Business in Hospitality and Tourism Management
- Associate of Arts (leading to a program in business)

## Other Related Educational Opportunities through LCCC and its University Partnership

### **Kent State University**

#### *Bachelor of Business Administration-Business Management (Optional International Business Minor)*

Kent's Business Administration (major in Business Management) degree provides students with credentials that are important to getting that first job in business as an entry-level manager or manager trainee. Organizations of all sizes and types depend on and need managers, including the small corner store, large department stores, accounting firms, retirement homes, manufacturing firms, specialty businesses, or larger international businesses. The program is designed so that approximately three years of this partnership is LCCC coursework and the final year (33 semester hours) is Kent coursework. Kent courses are taught by Kent faculty either in person or via distance learning. Students can complete the business degree with a business management major in its entirety on LCCC's campus.

#### *International Business Minor Option*

Global business is fast becoming an important part of the U.S. economy. The world that college graduates are facing will essentially be a triad of powers (the United States and, perhaps, Canada and Latin America; Europe; and Japan and its Asian neighbors) and a "borderless" world. This suggests a need to be trained for employment that will have international implications. Whether the student takes a major in business, fashion design and merchandising, the hard sciences, English or education, some training in global outreach, cultural diversity, and "business cultures" will be necessary. The International Business minor will introduce students to cultural issues of a broad, global nature.

## About Lorain County Community College

Lorain County Community College is one of Ohio's leading colleges delivering distance learning education via the Internet. The College has expanded its delivery of its programs and services through the opening of the Learning Center at St. Joseph Community Center in Lorain, the LCCC Wellington Center, Lorain County Growth Partnership in downtown Elyria and the Midpoint Campus Center in Brunswick. Partnerships with Lorain County's K-12 school districts have also led to important developments for the community. More than 1300 high school students participate in the Post Secondary Enrollment Options program by enrolling in LCCC classes, making LCCC the state's largest community college provider of PSEO. More than 35 percent of Lorain County's top high school graduates choose to attend LCCC.

LCCC is one of Ohio's fastest growing colleges because of the variety of learning opportunities it provides. Students can choose from more than 80 educational programs. Students can complete the first half — and sometimes more — of a bachelor's degree. The University Partnership brings eight universities to the LCCC campus offering 37 bachelor's and master's degree programs. With the University Partnership at LCCC, the College partners with the state's finest universities to bring the best in bachelor's and master's degree programs right to the LCCC campus. Students can earn degrees that get them jobs immediately. Students can upgrade, retrain and improve current life skills. Students can learn in the classroom, at home and over the Internet.

LCCC offers a complete college experience. We understand that there's more to college life than attending classes. We offer many of the programs, sports, and activities available at large four-year universities and colleges. But, students will not have to stand in line behind juniors and seniors in the classroom, on the playing field, or in leadership positions. Students can immediately act in a play, sing in a musical group, serve as editor for the college newspaper, plan social activities, compete on the playing field, or set policy as a student government member.

In addition to providing a great education for those who enter college with aspirations of a degree, LCCC helps those who have changed their career goals, who want to broaden their horizons, and who want to return to work. LCCC provides learning and training for those who want to move up but find they need new or improved skills for the kind of professional opportunities they seek.

LCCC faculty is recognized locally and nationally for their work as professors and in other areas. They all have advanced degrees and real-world experience and understand their primary responsibility at LCCC is to teach classes. Classes are small. Individual attention is plentiful.

An LCCC education, prepares students for real jobs and real futures. To find out more, call (800) 995-LCCC or visit LCCC's Connections Center, the Learning Center at St. Joseph Community Center in Lorain, the LCCC Learning Center in Wellington, the Lorain County Growth Partnership in downtown Elyria or the Midpoint Campus Center in Brunswick for all of your enrollment service needs, including admissions, registration, advising and counseling.

### **Many of These Programs Qualify for Work-Based Learning:**

- Paid internships and co-op job opportunities
- Work experience related to your major
- College credits
- Technical electives
- Career success

### **Program Qualifications**

- Enrollment in a qualified academic program
- Completion of at least 15 LCCC credit hours with six credits within your major
- An overall GPA of at least 2.0 and at least 2.5 within your major

For more information, contact LCCC Employment and Career Services at 440-366-4076, e-mail [careers@lorainccc.edu](mailto:careers@lorainccc.edu) or visit [www.lorainccc.edu/careers](http://www.lorainccc.edu/careers).



**Lorain County  
Community College**



**The University  
Partnership**

*of Lorain County Community College*

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