

**GREAT PLAINS TECHNOLOGY CENTER  
COURSE OF STUDY**

**Career Cluster:** Business, Management and Administration (BA)

**Career Pathway:** Administrative Support (BA002)

**Career Major:** Executive Administrative Assistant (BA0020032)

**Career Major 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

**Career Major Description:**

This career major 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 career major 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.

**Career Major Goals:**

Students enrolled in this career major 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 career major, 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

### **Career Major Objectives:**

After successful completion of this career major, 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).

### **Career Major 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

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## **DESCRIPTION OF COURSES SEQUENCE I**

<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>HST</u></b>	<b><u>HSL</u></b>	<b><u>ADT</u></b>	<b><u>ADL</u></b>
<b>BT00182</b>	<b>Fundamentals of Technology (8169*)</b>	<b>40</b>	<b>80</b>	<b>40</b>	<b>80</b>
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).					
<b>BT00014</b>	<b>Fundamentals of Admin. Technologies (8103*)</b>	<b>30</b>	<b>90</b>	<b>30</b>	<b>90</b>
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.					
<b>BT00114</b>	<b>Administrative Technologies II (8104*)</b>	<b>30</b>	<b>90</b>	<b>30</b>	<b>90</b>
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.					
<b>BT00049</b>	<b>Office Administration &amp; Management (8105*)</b>	<b>30</b>	<b>90</b>	<b>30</b>	<b>90</b>
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.					
<b>BT00110</b>	<b>Career Major Capstone - Sequence I</b>	<b>0</b>	<b>45</b>	<b>0</b>	<b>45</b>
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 Career Major. 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.

<b>Sequence I Subtotal Hours:</b>	<b>Theory</b>	<b>Lab</b>	<b>Total</b>
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>
<b>BT00232</b>	<b>Customer Assistance</b>	<b>30</b>	<b>90</b>	<b>30</b>	<b>90</b>
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.					
<b>BT00011</b>	<b>Accounting I</b>	<b>30</b>	<b>90</b>	<b>30</b>	<b>90</b>
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.					
<b>BT00035</b>	<b>Computerized Accounting (8109*)</b>	<b>30</b>	<b>90</b>	<b>30</b>	<b>90</b>
This course is designed to integrate accounting principles using computerized accounting system(s).					
<b>BT00119</b>	<b>Payroll Accounting</b>	<b>30</b>	<b>90</b>	<b>30</b>	<b>90</b>
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.					
<b>BT00110</b>	<b>Career Major Capstone - Sequence II</b>	<b>0</b>	<b>45</b>	<b>0</b>	<b>45</b>
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 Career Major. 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					

<b>Sequence II Subtotal Hours:</b>	<b>Theory</b>	<b>Lab</b>	<b>Total</b>
High School Student:	120	405	525
Adult Student:	120	405	525

<b>Career Major Total:</b>	<b>Theory</b>	<b>Lab</b>	<b>Total</b>
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.
- All students must adhere to policies and procedures in the Student Handbook.
- Equipment used in the program includes computers, laser and inkjet printers, scanners, and electronic calculators.

### **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

### **Certification Outcomes:**

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

- Certiport: MOS: Access (0144)
- Certiport: MOS: Excel (0145)
- Certiport: MOS: PowerPoint (0146)
- Certiport: MOS: Word (0143)

**Tier 2** – Certifications Endorsed by Industry Organizations

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

**Tier 7** – National Career Readiness Certificate in Applied Mathematics, Locating Information and Reading for Information:

- Platinum Level – 6 or above in all three areas
- Gold Level – 5 or above in all three areas
- Silver Level – 4 or above in all three areas
- Bronze Level – 3 or above in all three areas

### **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.*

### **eLearning Curricula:**

**Building a Foundation with Microsoft Office 2013 EBook & E-lab Access. 978-159136-540-2. (\$77.00)**

Conlon, Trisha. QuickBooks Pro 2015: Level 1 EBook. 978-1-59136-779-6. Berkeley: Labyrinth Learning, 2015. **(\$62.50)**

**MindTap Printed Access Card. 978-1-305-94776-4. 2016. (\$89.75)**

**Weinstein, Eric A. Payroll Accounting: A Practical, Real-World Approach EBook. 3<sup>rd</sup> ed. 978-159136-803-8. Berkeley: Labyrinth Learning, 2015. (\$74.25)**

### **Textbooks:**

Fehl, Alec, et al. Building a Foundation with Microsoft Office 2013. 978-159136-752-9. El Sobrante: Labyrinth Learning, 2013.\*

Gibson, Pattie. The World of Customer Service. 3<sup>rd</sup> ed. 9780840064240. Mason: Cengage Learning, 2012. (\$120.00)\*

Gilbertson, Claudia B., and Mark W. Lehman. Century 21 South-Western Accounting. 10<sup>th</sup> ed. 978-1-305-94769-6. Mason: Cengage Learning, 2016. (\$120.95)\*

Lamberton, Lowell. Human Relations: Strategies for Success. 5<sup>th</sup> ed. 978-0073524689. New York City: McGraw-Hill, 2013. (\$149.00)\*

**Rankin, Dianne S. and Kellie A. Shumack. The Administrative Professional: Technology and Procedures. 15<sup>th</sup> ed. 9781305581166. Mason: Cengage Learning, 2017. (\$191.95)\***

Pasewark, William R. Calculators Printing & Display. 4<sup>th</sup> ed. 0-538-43990-4. Mason: Cengage Learning, 2006. (\$37.00)\*

\*Check-out available