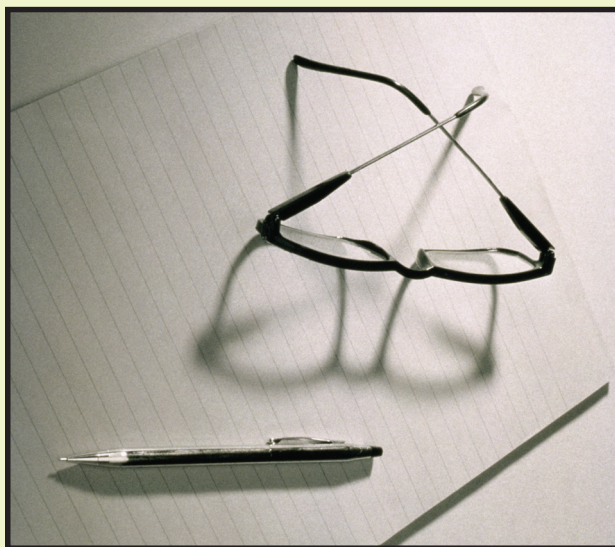


The Office Administration & Technology Program

- ✓ Internship experiences provide real-world work experience and valuable job contacts
- ✓ Convenient day and evening hours for both full and part-time students.
- ✓ Possible credit for high school courses under Tech Prep Articulation Agreement
- ✓ ECEP credit for prior learning may be available for certain courses to qualified students
- ✓ Expert, caring faculty with real-world work experience
- ✓ Career Development and Job Center available
- ✓ Child care facilities and public transportation available at main campus
- ✓ MOS exam available

For more information, please contact the Business & Technology Programs office at (708) 596-2000, Ext. 2664.



Office Administration and Technology

The Office Administration and Technology degree at South Suburban College includes the following areas of emphasis:

Administrative Support-Corporate

This specialty area is for persons whose career objectives are to prepare for administrative support positions in medical or health fields and become familiar with medical records, terminology, transcription skills, and insurance coding common to the health fields.

Administrative Support-Corporate

This specialty area is for persons whose career objectives are to prepare for positions ranging from entry-level to administrative support.

Certified Professional Secretary

This specialty area is for persons whose career objectives are to prepare for administrative support and supervisory positions and apply for and take the exam for the Certified Professional Secretary rating awarded by the International Association of Administrative Professionals.



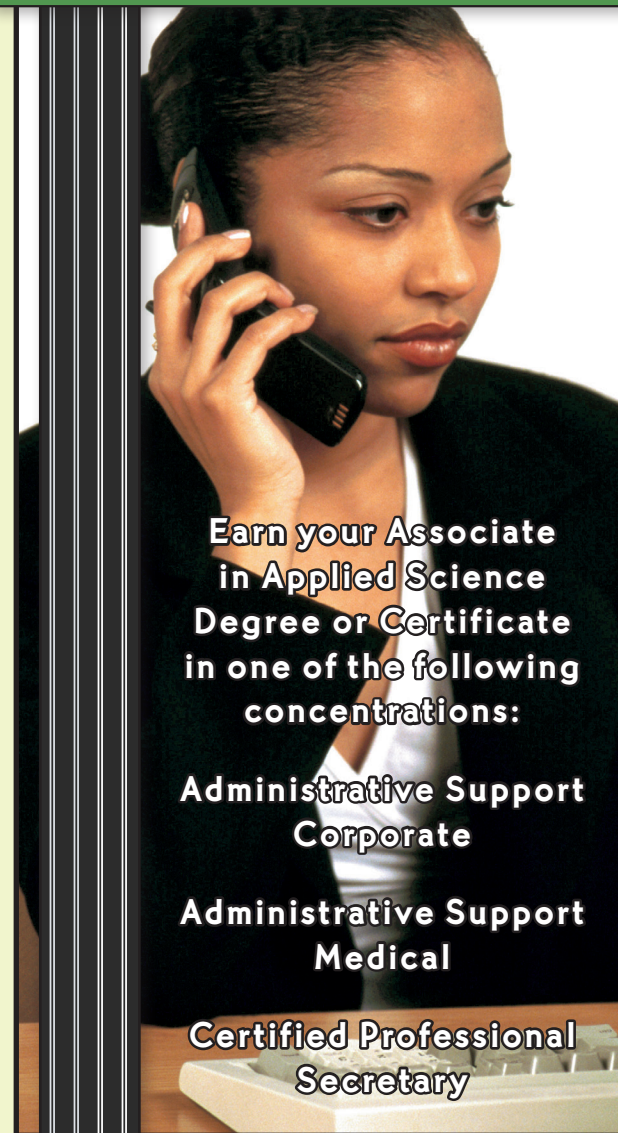
**SOUTH
SUBURBAN
COLLEGE**

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South Holland, IL 60473
www.ssc.edu

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OFFICE ADMINISTRATION & TECHNOLOGY



**Earn your Associate
in Applied Science
Degree or Certificate
in one of the following
concentrations:**

**Administrative Support
Corporate**

**Administrative Support
Medical**

**Certified Professional
Secretary**

Employment Profile

The administrative assistant/secretary has an increasingly vital and skilled role in today's and tomorrow's office. Salaries and benefits vary according to experience, education, skills, company size and geographic location. The starting annual salary range is from \$22,000 to \$49,000. The national outlook for employment is excellent.

Additional information may be found on the SSC website, www.ssc.edu, under Academics/ Career Education Programs. Occupational outlook information for Illinois may be found on the Internet by visiting either stats.bls.gov, or lmi.ides.state.il.us.

Program Information

To obtain an Associate in Applied Science Degree in Office Administration & Technology, students must complete the required CORE coursework plus additional hours from an area of emphasis. Basic certificates are also available. Specific requirements can be found in the SSC catalog, on line at www.ssc.edu, or by contacting (708) 596-2000. Ext. 2664.

**Our Mission Is To
Serve Our Students
and the Community
Through Lifelong
Learning.**

Admission Requirements

Admission requirements vary for each of the programs and are described in the college catalog. For more information, please contact the Business & Technology Programs Office at (708) 596-2000 Ext. 2664.

Office Administration & Technology Overview

Administrative professionals often handle duties such as preparing reports and presentations, contributing to project teams, and planning meetings and events. They may also be involved in interviewing, hiring, training, and supervising others.

Duties can also include using spreadsheet software to develop a report; preparing charts, slides, and handouts for a management presentation; corresponding using a telephone, fax or e-mail; doing research on the Internet; coordinating a videoconference; or scheduling an airline flight and purchasing tickets over the Internet. Representing management at a meeting and coordinating activities with outside vendors may also be part of the administrator's job.

An individual considering this field should be proficient in new and emerging technology, including the Internet, intranets, e-mail and online services as well as a wide variety of PC software. In addition, he or she must be able to work on their own and make decisions. Important interpersonal skills include effective listening, clear writing, and oral communications skills.

