

OFFICE ADMINISTRATOR



What does an Office Administrator do?

Office Administrators perform a variety of clerical and administrative duties that are necessary to run an organization efficiently. They use computer software to create spreadsheets; manage databases; and prepare presentations, reports, and documents. They also may negotiate with vendors, buy supplies, and manage stockrooms or corporate libraries. Secretaries and administrative assistants also use videoconferencing, fax, and other office equipment. Specific job duties vary by experience, job title, and specialty.

How will Asher College prepare me for this career?

Students will be prepared to:

- Format, organize and work with visual content using graphic elements
- Create and edit professional-looking spreadsheets for a variety of purposes and situations including, but not limited to data entry, data formatting, data manipulation, family budgets, creating formulas and formatting numerical reports
- Commentate effectively, handle incoming phone calls, creating emails using proper email etiquette and guidelines and public speaking
- Earn Microsoft Office Specialist certifications in Word, Excel, Outlook and PowerPoint

What characteristics are important in this field?*

- **Decision making skills:** Secretaries and administrative assistants often prioritize tasks and make decisions on their employers' behalf, so good judgment is essential.
- **Interpersonal skills:** Secretaries and administrative assistants interact with clients, customers, or staff. They should communicate effectively and be courteous when interacting with others to create a positive work environment and client experience.
- **Organizational skills:** Secretaries and administrative assistants keep files, folders, and schedules in proper order so an office can run efficiently.
- **Writing skills:** Secretaries and administrative assistants write memos and emails when communicating with managers, employees, and customers. Therefore, they must have good grammar, ensure accuracy, and maintain a professional tone.

What are the job opportunities in this Career?

The OA certification is appropriate for job roles including:

- Administrative Assistant
- Office Assistant
- Administrative Associate
- Staff Assistant
- Administrative Specialist

What is the Salary Potential and the job outlook in this field?

Asher College provides career-training programs for entry and mid-level positions. Salaries vary depending on geographical location, economic conditions, and willingness to relocate. Salaries by occupation and specific location can be found at www.onetonline.org. National figures for labor market activity, working conditions, and price changes in the economy are available at www.bls.gov/ooh/ or you can visit the campus career services department to learn where Asher graduates work and the beginning salaries in their respective careers.

What are the typical working hours for this career?*

Most Office Administrators work full time. They typically work a first shift schedule, during regular business hours.



*Reference: <https://www.bls.gov/>

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ASHER ID	COURSE NAME	CERTIFICATION EXAM OR SKILL
MSW101	MS Word	Microsoft Word
TF100	Typing Fundamentals	Skill Development
MSE102	MS Excel	Microsoft Excel
MSP102	MS PowerPoint	Microsoft PowerPoint
MSL102	MS Outlook	Microsoft Outlook
PBS111	Office Administration	Skill Development
PBS112	Office Management	Skill Development
PBS113	Bookkeeping Applications	Skill Development
CD101	Career Success	Soft Skill Development
CD201	Advanced Career Development	Soft Skill Development

What Certification options do I have with this program?

Microsoft Office: Word Specialist
 Microsoft Office: Excel Specialist
 Microsoft Office: PowerPoint Specialist
 Microsoft Office: Outlook Specialist



How long will it take to complete my education?

Full time = 8 months (24 hours per week)

¾ time = 10 months (18 hours per week)

Half Time = 16 months (12 hours per week)

Program includes: books, tuition, certification exams, tutoring, and career service assistance.

*CA Students are also subject to Student Tuition Recovery Fund (STRF) fees from the California Bureau for Private and Postsecondary Education (BPPE).

Program Accredited By:



For more information on our programs, our catalogs can be viewed at <https://asher.edu/disclosures/>

www.Asher.edu

DALLAS

9330 Lyndon B. Johnson Fwy, Ste. 650
 Dallas, TX 75243 • 970-600-2818

LAS VEGAS

6029 W Charleston Blvd
 Las Vegas, NV 89146 • 702-323-0853

SACRAMENTO

1215 Howe Ave
 Sacramento, CA 95825 • 916-900-2850