Did You Know…

- Medical transcriptionists held about 98,000 jobs in 2006, with approximately 41 percent working in hospitals, and another 29 percent working in offices of physicians.
- Employment is projected to grow much faster than average, ranking medical assistants among the fastest growing occupations over the 2006–16 decade.

Salary…
- The earnings of medical assistants and medical transcriptionists vary, depending on their experience, skill level, and location.
- Median annual earnings of wage-and-salary medical assistants were $26,290 in May 2006. The middle 50 percent earned between $21,970 and $31,210. The lowest 10 percent earned less than $18,860, and the highest 10 percent earned more than $36,840.

Core Areas of Study (Sample)
- Medical Terminology
- CPT Coding
- Health Care Information Systems
- Legal Aspects of Record Documentation
- Medical Machine Transcription
- ICD-9-CM Coding
- Basic Human Biology
- Keyboarding
- Managing Electronic Billing – Medical Practice
- Introduction to Computer Applications & Concepts
- Records and Database Management
- MS Word
- Accounting
- Speedbuilding
- Office Administration

It’s easy to get started …

1. Complete an application for admissions.
3. Meet with a DCC counselor to discuss your assessment results and program placement.
4. Meet with an Administrative Support Technology program advisor to select and register for classes.
5. Pay for your classes.

Learn more about …
ADMINISTRATIVE SUPPORT TECHNOLOGY

For more information about this program, contact the faculty:

- Frances H. Carter, Assistant Professor of Administrative Support Technology, 434.797.8525, email: fcarter@dcc.vccs.edu
- Richie J. Robertson, Instructor of Administrative Support Technology, 434.797.8428, email: rrobertson@dcc.vccs.edu

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Danville Community College

Danville Community College does not discriminate on the basis of race, color, age, national origin, sex, or disability in its programs or activities. Member, Virginia’s Community Colleges.
Danville Community College's Administrative Support Technology program is designed to educate and train students planning to enter or advance in an office support career. An Associate of Applied Science Degree is awarded for successful completion of the following specializations: General Office, Legal, or Medical Office.

**General Office Specialization**

Provides broad-based knowledge and skills needed in many different types of businesses. These workers perform a variety of administrative and clerical duties necessary to run an organization efficiently.

**Job Opportunities**
- Administrative Assistant
- Executive Secretary
- Office Manager

**Core Areas of Study (Sample)**
- Keyboarding
- Records & Database Management
- Introduction to Computer Applications & Concepts
- Accounting
- Business Letter Writing
- Legal Research
- Office Administration I & II
- Trial Preparation & Discovery
- Legal Office Procedures/Internship

**Did You Know…**
- Administrative Assistant position opportunities are best for applicants with extensive knowledge of software applications.
- Secretaries and administrative assistants today are performing fewer clerical tasks and increasingly are taking on the roles in information and communications.
- Secretaries and administrative assistants held more than 4.2 million jobs in 2006, ranking it among the largest occupations in the U.S. economy. They are expected to be among those with the largest number of new jobs.

**Salary…**
- Median annual earnings of secretaries were $27,450 in May 2006, while the median annual earnings of executive secretaries and administrative assistants were $37,240.
- Salaries vary a great deal, however, reflecting differences in skill, experience, and level of responsibility. Certification in this field may be rewarded by a higher salary.

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**Legal Specialization**

Geared specifically to individuals who want a career as a legal secretary or an entry-level paralegal. Some courses are taught in the evening by practicing attorneys or paralegals, but other courses may be taken in the day or evening.

**Job Opportunities for a Paralegal/Legal Secretary**
- Legal Secretary
- Paralegal
- Executive Secretary
- Office Manager

**Core Areas of Study**
- Keyboarding
- Introduction to Law and Legal Assistant
- Real Estate Law
- Introduction to Computer Applications & Concepts
- Real Estate Abstracting
- Speedbuilding
- Accounting
- Records & Database Management
- Business Letter Writing
- Legal Research
- Office Administration I & II
- Trial Preparation & Discovery
- Legal Office Procedures/Internship

**Did You Know…**
- Most entrants in the legal specialization field have an associate degree in paralegal studies, or a bachelor's degree coupled with a certificate in paralegal studies.
- About 7 out of 10 work for law firms; others work for corporate legal departments and government agencies.
- Employment is projected to grow much faster than average, as employers try to reduce costs by hiring paralegals to perform tasks once done by lawyers.
- Competition for jobs should continue; experienced, formally trained paralegals should have the best employment opportunities.
- Paralegals and legal assistants held about 238,000 jobs in 2006.
- A small number of paralegals own their own businesses and work as freelance legal assistants, contracting their services to attorneys or corporate legal departments.
- Employment of paralegals and legal assistants is projected to grow 22 percent between 2006 and 2016, much faster than average for all occupations.

**Salary…**
- Earnings of paralegals and legal assistants vary greatly, with salaries dependent upon education, training, experience, the type and size of employer, and the geographic location of the job.
- In May 2006, full-time wage-and-salary paralegals and legal assistants had median annual earnings, including bonuses, of $43,040. The middle 50 percent earned between $33,920 and $54,690. The top 10 percent earned more than $67,540, and the bottom 10 percent earned less than $27,450.
- In addition to earning a salary, many paralegals receive bonuses, in part, to compensate them for sometimes having to work long hours.