



# Office Chatter

Spring 2012

## Dates to Remember

- Spring Break: April 9-13
- Spring Fling: April 18
- Spring Service Donation Deadline: April 23
- Summer Registration for Current Students: April 23-25
- Summer Registration for New Students: April 26
- Graduation: May 19

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## Newsletter Staff

- Advisor – Tyler Willis
- Editor – Tonya Hopkins
- Contributor – Shannon Carpenter

## The Virtual Assistant: The World is Your Oyster

By Shannon Carpenter



A virtual assistant is an administrative professional who is contracted to support a variety of clients. Often they support several different clients at a time, however sometimes they are tied to just one client for a specified amount of time depending on the needs of the client and the desire of the assistant. The virtual assistant works from their home and is not an employee of the company that contracts them. Virtual assistants can support clients in their own town or across the world. This is an emerging opportunity for highly skilled, dedicated, professional administrative assistants. As of 2007, it is estimated there are anywhere from 8 to 10 thousand virtual assistants worldwide and the number keeps growing. The use of virtual assistants is financially beneficial to companies. Technology has created a change to the modern workplace. Many companies are going through downsizing and there is more work than there is time to do it in. This downsizing of larger corporations and growth of small businesses has created a need for skilled administrative professionals that are able to fill the gaps in an off-site, cost efficient manner.

This is a great business to enter because technology is changing the way we do business. Many services that once had to be performed on a company's premises are now easily done remotely from a home office. Most people have home computers and many people want or need to make a living from their home.

According to the Virtual Assistant Chamber of Commerce, the top five reasons among the professionals who were surveyed chose to become virtual assistants are:

- Flexibility/Portability - 13.93%
- More freedom/control over my own life - 13.74%
- Better quality of life/more fun - 11.83%
- Ability to more fully utilize my skills - 11.67%
- Entrepreneurial bug/have always wanted to be my own boss - 11.33%

To get more information on this exciting career choice you can attend the April 12, meeting of Jacksonville-Onslow-Lejeune Chapter of International Association of Administrative Professionals. There will be a presentation by Alana Daniels of Creative Resources titled "*The Virtual Assistant*". The meeting will be at the main branch of Marine Federal Credit Union located on Western Boulevard Extension. Social networking begins at 5:30 p.m. with the meeting starting promptly at 5:45 p.m.

## Department News

### The Importance of Networking

In today's job market, it is important to network now more than ever. Networking should start long before job hunting. It is a huge advantage to start making connections now, while still in college. Who knows, someone you meet today could help you land a job in the future. Taking advantage of networking opportunities can also enhance your résumé. It sets you apart from the other applicants. Potential employers love to see that you are interested in expanding your skills, gaining knowledge, and that you take an interest in your community. Get involved! It is one of the best things you can do for your future.

#### Ways you can Network:

- Join a professional organization
- Volunteer
- Join a school club
- Attend a seminar
- Attend a conference
- Attend a Student Government meeting
- Join professional networking websites.
- Attend a job fair

## Helping Our Community



Thank you to everyone who brought in donations for Elder Cheer. Because of you, our fall 2011 service project was a huge success!

We have designated the Weekend Power Pack Program as our spring 2012 service project. The Weekend Power Pack program helps meet the nutritional needs of children at risk of hunger during non-school hours, specifically weekends and holidays. Through this program, participating children receive special backpacks once each week filled with non-perishable food, to meet their weekend nutritional needs. Once again, we need your help to make our service project a success. Donation drop boxes are located in BT-206 and BT-207. The donation deadline is April 23.

## Department News

### Advance Your Career with Certification

In today's competitive job market, it is important to set yourself apart from the competition. Certification distinguishes a person as competent and knowledgeable in their career field. Becoming certified can also earn an individual higher wages and build their confidence. The following are a few of the organizations that offer certification in office administration, and medical billing & coding.

#### American Health Information Management Association (AHIMA):

- Certified Procedural Coding (CPC)
- Certified Coding Specialist (CCS)
- Certified Coding Specialist for the Physician's Office (CCS-P)

#### American Academy of Professional Coders (AAPC):

- Certified Professional Coder (CPC)
- Certified Professional Coder –Hospital (CPC-H)

#### International Association of Administrative Professionals (IAAP):

- Certified Professional Secretary (CPS)
- Certified Administrative Professional (CAP)

## Meet *Mary Kahler*



Mary Kahler is Coastal's newest instructor. She is originally from Charlotte, North Carolina. Mrs. Kahler is married, has two children and three grandchildren. Her face lights up when she talks about her family.

Mrs. Kahler's professional background is extensive. She has a degree in Medical Records, is AHIMA (American Health Information Management Association) certified as an RHIT (Registered Health Information Technician) and ICD10-Trainer. She worked in the health care industry for many years before retiring. After retirement, she realized that she was not ready to give up her professional career, so she became an instructor in the field she loves.

After talking with Mrs. Kahler, one thing stuck with me, above all else; she is passionate about preparing her student's to be successful after college. Mrs. Kahler feels it is important to teach her student's the latest information and that they are provided with the proper tools to succeed. Mrs. Kahler said if she could offer her student's one piece of advice it would be "not to stop". She said for a person to excel they need to acquire a national credential.

It was a pleasure to sit down and talk with Mrs. Kahler. She is so pleasant and she has an abundance of knowledge too share.

By: Tonya Hopkins

## Community News

### 2012 Onslow County Relay for Life

Where: Northside High School

When: April 20

Gates open at 4 p.m.

Opening ceremony begins at 6 p.m.

This is an overnight event with the closing ceremony scheduled for 12 p.m. Saturday, April 21.

Help our CCCC-SGA team Gavel Down Cancer! There is a \$10 registration fee for all participants. A t-shirt is included with the registration fee. Contact Emily Ellis for more information.



The American Cancer Society Relay for Life represents the hope that those lost to cancer will never be forgotten, and that those who

### Celebrating Administrative Professionals

Administrative Professionals Day – April 25

Administrative Professionals Week – April 22-28

## “JOL-IAAP” Awards Scholarship to Coastal Student



Mary Kahler, April LaFave, Janet Tucker, Tonya Hopkins, Tyler Willis

Jacksonville-Onslow-Lejeune Chapter of the International Association of Administrative Professionals awarded a \$200 scholarship to Tonya Hopkins.

*Tonya is married and has two daughters. She is a native of Jacksonville and graduated from Southwest High in 1991. She is currently attending Coastal Carolina Community College and will graduate in May of 2013, with an Associate in Applied Science in Medical Office Administration degree. Tonya was recently elected secretary of the Student Government Association and is a member of Phi Theta Kappa. Tonya is excited about the future and looks forward to a career as a medical office administrator.*

### JOL-IAAP

#### Recruitment Event

Jacksonville-Onslow-Lejeune Chapter of IAAP is hosting a special recruitment event May 8, from 5:30 p.m. - 6:30 p.m. The event is being held at the main branch of Marine Federal Credit Union. There will be refreshments and door prizes. The event is open to all administrative professionals and students.

## Admins in Honors

On April 3, 2012 several students in the Medical Office Administration and Office Administration degree programs were inducted into Phi Theta Kappa; International Honor Society of the two-year college. Congratulations to all of the inductees!

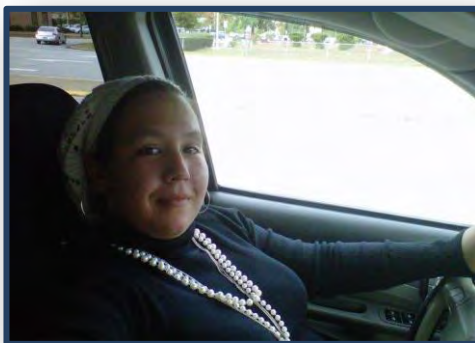


Winona Bledsoe, Tonya Hopkins, Rhonda Allen, Siah Flemister, Shannon Carpenter



## Spotlight on Some of Our May Graduates

Samantha Quemuel



I will graduate in May with a degree in office administration. After graduation, I plan to get a job and put my degree to work. I enjoy playing music and spending time with my children. My life goals are to be accepted into the UNCW extension program and start on my B.A in business administration and then further my education and get my master in MBA at ECU.

I will graduate in May with a degree in office administration. I plan to further my education with a degree in criminal justice technologies. I enjoy reading and watching "who did it" shows.

Helen Mull

