

Administrative Professional

Program A6900
CIP 520401

Associate in Applied Science Degree in Office Systems Technology

Law, medicine, advertising, public relations, travel – the professional office support person can enter any one of these fields with marketable skills that demand good salaries. With the advent of new technologies and the globalization of business, the role of the office worker has become more attractive and challenging than ever. Today's office support person is considered an integral part of the administrative executive support team and is routinely involved in decision-making as well as office applications.

Successful graduates of this program will be able to:

- demonstrate proficiency in office skill areas, with emphasis on computer applications and communication;
- demonstrate proficiency in all other aspects of office support responsibility, including telephone use, records management, routine correspondence, decision making, setting priorities, arranging for meetings and conferences, making travel arrangements and preparing itineraries;
- understand the importance of interpersonal relations and international business protocol;
- attain a position in industry in any one of many office support functions, such as administrative assistant, executive secretary, or word processor.

The Administrative Professional program offers training in the latest technology in keyboarding, word processing, spreadsheet, presentation, and database applications as well as job placement assistance through the college's Career Services office.

Students may receive credit for previous training in the skills area by applying for credit-by-exam, credit-by-experience, and/or credit-by-articulation. Contact the Administrative Professional program coordinator for additional information.

Admission to the program requires a high school diploma or its equivalent.

Note: Computer application courses are mapped to Microsoft certification exams.

Also see:

- Administrative Support certificate program
- Business Management degree program
- Business Software Applications degree program

A.A.S. Curriculum

Code	Course (lecture/lab hours)	Credits
ENG 101	English Composition I (3/0)	3
IST 101	Computer Concepts with Applications (2/2) ¹	3
OST 111	Basic Keyboarding Applications (2/2)	3
BUS 105	Communication Skills for Business (3/0)	3
MAT 140	Applied College Algebra (4/0)	4
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ENG 102	English Composition II (3/0)	
	OR	3
ENG 112	English Composition II with Speech (3/0)	
BUS 101	Introduction to Business (3/0)	3
OST 112	Advanced Keyboarding Applications (2/2)	3
ACC 106	Office Accounting I (3/0)	
	OR	3-4
ACC 111	Principles of Financial Accounting (4/0)	
— —	General Education elective ³	3
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OST 219	Word Processing Concepts & Applications (2/2)	3
BUS 209	Business Letter/Report Writing (3/0)	3
BUS 210	Principles of Management (3/0)	3
CIS 173	PC Applications: Database (2/2)	3
CIS 175	PC Applications: Spreadsheets (2/2)	3
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OST 222	Current Topics in Office Administration (2/2)	3
OST 223	Advanced Word Processing Applications (2/2)	3
CIS 182	PC Applications: Presentations (2/2)	3
BUS 230	Global Environment of Business (3/0)	3
HPE 110	Concepts of Health and Fitness (1/2) [†]	2
— —	General Education elective ⁴	3
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		63-64

¹ May be substituted with another Technology general education elective if student shows competency in Microsoft Office applications.

² Or higher-level mathematics course; MAT 108, 120, or 135 are recommended for students who plan to transfer to a four-year institution.

³ Select course from the following general education categories: Social Science, Humanities, Historical Perspective, Diversity and Global Perspective.

⁴ Select course from either Social Science or Humanities general education categories.

[†]HPE 111 is an acceptable alternative.

NOTE: Students must earn a minimum grade of C in BUS 105, 209; CIS 173, 175, 182; OST 111, 112, 219, 222, and 223 to graduate.

