

## ADMINISTRATIVE TECHNOLOGY

*See also Law Office Administrative Assistant*

### Associate in Applied Science Degree: Executive Assistant

*The 62 credit-hour curriculum emphasizes office technology, administrative duties and communication skills. Two semesters of an internship experience highlight the program.*

*Graduates may be employed in any of a variety of organizations, including manufacturing firms, government agencies, insurance companies, service organizations, schools and colleges, banks, advertising agencies and airlines.*

*An orientation and planning session with the coordinator is recommended for each student. Detailed information will be sent upon request or upon application to the program.*

#### FIRST YEAR

##### First Semester

ENG	130	Business Writing.....	3
OFC	104	Introduction to Administrative Technology.....	1
OFC	105	Administrative Human Relations.....	1
OFC	106	Administrative Time Management.....	1
OFC	107	Internet Applications.....	1
OFC	111	Beginning Computer Keyboarding w/Applications.....	3
OFC	134	Word Processing Software II.....	2
OFC	201	Advanced Features in Word Processing.....	2
OFC	203	Proofreading and Editing.....	<u>2</u>
			16

##### Second Semester

OFC	113 <sup>1</sup>	Computer Keyboarding Production.....	3
OFC	133	Word Processing Software I.....	2
OFC	202	Desktop Publishing Using Word Processing.....	2
OFC	227	Business Presentations.....	1
OFC	228	Records Control for the Office.....	1
OFC	229	Meeting and Conference Planning.....	1
OFC	230	Executive Machine Transcription.....	2
SPE	101	Fundamentals of Speech Communication.....	<u>3</u>
			15

#### SECOND YEAR

##### First Semester

	CAS elective <sup>2</sup>	.....	1
CIS	123	Spreadsheet Software.....	1
CIS	124	Advanced Spreadsheet Software.....	1
MGT	111	Introduction to Business Organization.....	3
OFC	130	Office Technology Applications.....	1
OFC	220 <sup>1</sup>	Automated Office Procedures.....	4
OFC	237	Administrative Technology Internship I.....	3
OFC	247	Professional Development.....	<u>2</u>
			16

## ADMINISTRATIVE TECHNOLOGY

### Associate in Applied Science Degree continued...

**Second Semester**

ECO elective <sup>3</sup>	.....	3
Humanities elective <sup>♦</sup>	.....	3
MTH elective <sup>4</sup>	.....	3
OFC 238	Administrative Technology Internship II .....	3
Social Science elective <sup>♦</sup>	.....	<u>3</u>
		15

<sup>1</sup> Placement into OFC 113 and OFC 220 is contingent upon previous training and consent of instructor.

<sup>2</sup> CAS electives: CAS 110, CAS 120, CAS 130, CAS 140, CAS 150, CAS 210, CAS 220

<sup>3</sup> ECO elective: ECO 115, ECO 200

<sup>4</sup> Students may take any mathematics course offered depending upon their test scores and the advice of a Student Development faculty member. MGT 150 is recommended.

<sup>♦</sup> Students need to choose a course to meet the Humanities or Social Science requirement that also meets the World Cultures and Diversity graduation requirement.

### Administrative Assistant Certificate

*This 31 credit-hour certificate program is designed for persons with secretarial experience who are interested in expanding their business knowledge for higher level positions such as administrative assistant, office manager, or a higher level management position. A combination of 31 credit hours may be selected from the following courses with the approval of the coordinator of the program or a Student Development faculty member.*

**Required:**

ACC 101	Introduction to Financial Accounting .....	4
ENG 130	Business Writing .....	3
MGT 111 <sup>1</sup>	Introduction to Business Organization .....	3
MGT 160	Principles of Supervision .....	3
MGT 280	Human Relations in Business .....	3

**Electives:** Select at least 15 credit hours from the following courses:

ACC elective	.....	3
ACC 211	Business Law .....	3
CIS 101	Introduction to Computer Information Systems .....	3
CIS 121	General Accounting Applications for Micros .....	2
CIS 122	Database Software .....	1
CIS 123	Spreadsheet Software .....	1
CIS 124	Advanced Spreadsheet Software .....	1
ECO 200	Introduction to Economics .....	3
ENG 103	Technical Report Writing .....	3
MGT 265	Human Resource Management .....	3
MGT 270	Principles of Management .....	3
PSY 245	Industrial/Organizational Psychology .....	3
OFC 106	Administrative Time Management .....	1
OFC 107	Internet Applications .....	1
OFC 225	Topics in Administrative Technology .....	1-6
OFC 227	Business Presentations .....	1
OFC 228 <sup>1</sup>	Records Control for the Office .....	1
OFC 229 <sup>1</sup>	Meeting and Conference Planning .....	1

## ADMINISTRATIVE TECHNOLOGY

### Administrative Assistant Certificate continued...

OFC	250	Records Management Basics .....	3
OFC	251	Records and Information Management I.....	3
OFC	252	Records and Information Management II.....	3
OFC	253	Forms Control .....	3
OFC	254	Records Management Technology .....	3
OFC	electives <sup>2</sup>	.....	2-6

<sup>1</sup> For those who have passed the Certified Professional Secretary Examination within the past five years, credit will be given for these courses. Contact the Assessment and Testing Center for information on procedures and appropriate fees.

<sup>2</sup> OFC electives: OFC 133, OFC 134, OFC 201, OFC 202, OFC 205

### Certified Professional Secretary Certificate

*This is a six credit-hour certificate program specifically designed for individuals with a high degree of secretarial skill and business experience who are currently employed as secretaries and wish to raise their level of professionalism and/or qualify for promotion into executive secretarial, administrative assistant or managerial types of positions within a company.*

*This program emphasizes advanced secretarial and business training in order to provide the secretary with a deeper and broader understanding of the dynamics of the business world and the vital role performed by the secretary in the ever-increasing demands of the business.*

#### Required:

OFC	263	Accounting (CPS) .....	1
OFC	264	Office Administration (CPS) .....	2
OFC	265	Office Systems and Technology (CPS) .....	2
OFC	266	Management (CPS).....	1

### General Office Certificate

*This 15 credit-hour certificate program is designed for persons interested in working in various types of offices in a support capacity. The curriculum gives basic training in technology, communication, business vocabulary, and office skills.*

*Graduates of the program are prepared for positions as clerks, help desk assistants, receptionists, and general office assistants. An orientation and planning session with the coordinator is recommended for each student. Detailed information will be sent upon request or upon application to the program.*

*Any combination of 15 credit-hours may be selected from the following courses:*

CIS	123	Spreadsheet Software.....	1
ENG	100	Composition.....	3
MGT	111	Introduction to Business Organization .....	3
MGT	150	Business Math .....	3
OFC	104	Introduction to Administrative Technology.....	1

## ADMINISTRATIVE TECHNOLOGY

### General Office Certificate continued...

OFC	105	Administrative Human Relations .....	1
OFC	107	Internet Applications .....	1
OFC	110	Beginning Computer Keyboarding .....	1
OFC	111	Beginning Computer Keyboarding with Applications..	3
OFC	112 <sup>1</sup>	Computer Keyboarding Review .....	3
OFC	113 <sup>1</sup>	Computer Keyboarding/Production .....	3
OFC	130	Office Technology Applications .....	1
OFC	133	Word Processing Software I.....	2
OFC	134	Word Processing Software II.....	2
OFC	201 <sup>1</sup>	Advanced Features in Word Processing.....	2
OFC	202 <sup>1</sup>	Desktop Publishing Using Word Processing .....	2
OFC	203	Proofreading and Editing.....	2
OFC	225	Topics in Administrative Technology .....	1-6
OFC	247	Professional Development .....	2
OFC	250	Records Management Basics .....	3
OFC	251	Records and Information Management I.....	3
OFC	252	Records and Information Management II .....	3
OFC	253	Forms Control .....	3
OFC	254	Records Management Technology .....	3

<sup>1</sup> Placement into courses contingent upon previous training.

### Office Technology Certificate

*This 14 credit-hour certificate program is designed for the student with good keyboarding skills who is interested in office employment emphasizing computer application skills and for the student who needs to upgrade her/his knowledge of current office technology.*

**Required:**

OFC	113 <sup>1</sup>	Computer Keyboarding Production .....	3
OFC	130	Office Technology Applications.....	1
OFC	133	Word Processing Software I.....	2
OFC	134	Word Processing Software II.....	2
OFC	203	Proofreading and Editing.....	2

**Electives:** Select at least four credit hours from the following courses:

CAS	110	Core Microsoft Office Specialist Certification: Word...	1
CAS	120	Core Microsoft Office Specialist Certification: Excel...	1
CAS	130	Core Microsoft Office Specialist Certification: Access	1
CAS	140	Core Microsoft Office Specialist Certification: PowerPoint .....	1
CAS	150	Core Microsoft Office Specialist Certification: Outlook	1
CAS	210	Expert Microsoft Office Specialist Certification: Word	1
CAS	220	Expert Microsoft Office Specialist Certification: Excel	1
OFC	107	Internet Applications .....	1
OFC	201	Advanced Features in Word Processing.....	2
OFC	202	Desktop Publishing Using Word Processing .....	2
OFC	205	Using Tables in Word Processing .....	2
OFC	225	Topics in Administrative Technology .....	1-6
OFC	227	Business Presentations.....	1
OFC	230	Executive Machine Transcription .....	2

<sup>1</sup> Placement into OFC 113 is contingent upon previous training and consent of instructor.

## ADMINISTRATIVE TECHNOLOGY

### Secretarial Certificate

*This 28 credit-hour certificate program gives experience, training and development in secretarial skills in order to obtain entry-level secretarial employment, be promoted into a secretarial position or to expand and update one's secretarial/office skills. Students may apply this entire program toward the two-year Executive Assistant degree program.*

*A combination of 28 credit hours is required for this certificate with the approval of the coordinator or a Student Development faculty member.*

#### Required:

OFC	104	Introduction to Administrative Technology .....	1
OFC	105	Administrative Human Relations .....	1
OFC	106	Administrative Time Management .....	1
OFC	134	Word Processing Software II.....	2
OFC	201	Advanced Features in Word Processing.....	2
OFC	220	Automated Office Practices.....	4
OFC	228	Records Control for the Office.....	1
OFC	229	Meeting and Conference Planning.....	1
OFC	230	Executive Machine Transcription .....	2
OFC	237	Administrative Technology Internship I.....	3

#### Electives: Select at least 10 credit hours from the following courses:

CIS	121	General Accounting Applications for Micros .....	1
CIS	122	Database Software .....	1
CIS	123	Spreadsheet Software.....	1
CIS	124	Advanced Spreadsheet Software.....	1
ENG	130	Business Writing.....	3
OFC	107	Internet Applications.....	1
OFC	111	Beginning Computer Keyboarding w/Applications.....	3
OFC	113 <sup>1</sup>	Computer Keyboarding Production.....	3
OFC	130	Office Technology Applications.....	1
OFC	133	Word Processing Software I.....	2
OFC	202	Desktop Publishing Using Word Processing .....	2
OFC	203	Proofreading and Editing.....	2
OFC	205	Using Tables in Word Processing .....	2
OFC	225	Topics in Administrative Technology .....	1-6
OFC	227	Business Presentations.....	1
OFC	250	Records Management Basics .....	3
OFC	251	Records and Information Management I.....	3
OFC	252	Records and Information Management II .....	3

<sup>1</sup> Placement into course contingent upon previous training.