



Administrative Professional

Associate of Applied Science Degree

2011-2012

The administrative professional is qualified to work in a large variety of offices such as insurance, manufacturing, real estate, advertising, publishing, radio and television, public utilities, financial institutions, government, education, airlines, and travel agencies. He/she has a mastery of office skills, demonstrates the ability to assume responsibility without direct supervision, exercises initiative and good judgment within the scope of assigned authority, and has good human relations skills. Administrative professionals are an essential part of the management team and often become office managers. Their knowledge assists them in managing time, paper, equipment, and people. New technologies and modern business environments provide further challenges for this exciting career. With work experience, the administrative professional is prepared to handle independent projects and assume a supervisory position. This program provides a career of distinction in the future for the responsible student today.

Program Objectives:

Upon completion of this program, the graduate will be able to:

1. perform administrative and support duties.
2. apply business concepts and ethics appropriately.
3. display professionalism in attitude and appearance.
4. utilize professional communication skills.
5. demonstrate knowledge of management principles.
6. utilize fiscal management principles.
7. use computer software effectively
8. type a minimum of 55 wpm with 5 or fewer errors.

Admission Requirements:

All candidates for admission must pass the College's entrance examination with a composite score of 50 or above and have a Wonderlic score of 14 or above. Each candidate for admission is considered individually on merit and potential.

Graduation Requirement:

A grade of "C" or better must be achieved in all core courses, English, and math to be eligible to graduate. The department assessment process must also be satisfactorily completed. To be eligible to graduate, the student must achieve a keyboarding speed and accuracy minimum of 55 wpm with 5 or fewer errors.

Major:		Quarter Hours:	
ACC	100	Modern Office Accounting	4
AP	112	Office Skills	4
AP	207	Administrative Office Procedures	4
AP	208	Integrated Office Systems	4
BUS	106	Introduction to Business	4
BUS	107	Business Law I	4
BUS	204	Principles of Management	4
CIS	115	Word Processing Applications	4
CIS	116	Spreadsheet Applications	4
CIS	118	Database Applications	4
CIS	119	Managing Projects	4
CIS	210	Desktop Publishing	4
KEY	111	Keyboarding Speed and Accuracy Improvement I	4
MAT	110	Business Mathematics	4
Total Hours			56

General Education:		Quarter Hours:	
BUS	201	Professional Development	4
CIS	114	Computer Usage and Software Applications	4
ENG	109	Principles of Speech	4
-or-			4
ENG	120	Interpersonal Communications	4
ENG	111	Business Communications	4
ENG	116	Composition	4
HUM	110	Human Potential	4
Total Hours			24

Open Electives:			Quarter Hours:
Complete 12 hours of electives approved by the program director			
Recommended:			
AP	206	Externship	4
CIS	112	Essentials of Information Technology	4
CIS	117	Presentation Applications	4
<i>Total Hours</i>			<i>12</i>
Total Hours Required for Degree			92



Administrative Professional, Associate of Applied Science Degree

Award Year:	2009-2010
OPEID #:	004568
CIP Code:	52.0201
Credential Level:	02 Associate Degree

Occupations Related to this program

Job Title:	SOC Code:
Executive Secretaries and Administrative Assistants	43-6011.00
Secretaries, except Legal, Medical, and Executive	43-6014.00

Estimated Program Costs

Tuition & fees:	\$32,325.00
Books & supplies:	\$2,850.00
Room & board:	not applicable
Other:	\$0.00

Percent of graduates who completed program on time*: not reported

Job placement rate: 100%

Median Loan Debt*

Title IV loan debt:	not reported
Private Educational loan debt:	not reported
Institutional Financed debt:	not reported

* Due to privacy reasons, median loan debt and on-time completion rate will not be reported for programs with fewer than 10 graduates during the award year.