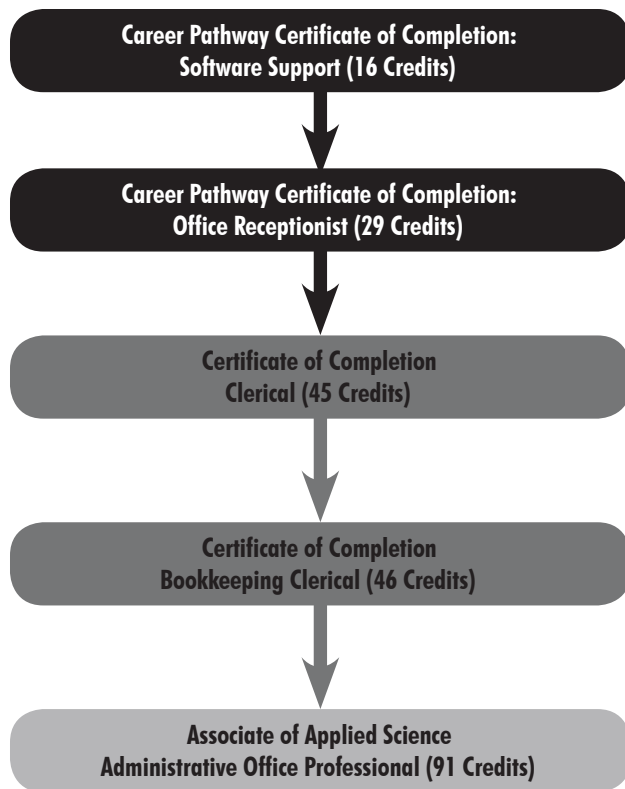


ASSOCIATE OF APPLIED SCIENCE ADMINISTRATIVE OFFICE PROFESSIONAL



Administrative Office Professional jobs are in high demand and exist in every type of business, industry, or non-profit organization. Increasing office automation and organizational restructuring will continue to make secretaries and administrative assistants more productive in coming years. In addition to the need to have current technology skills, many secretarial and administrative duties are of a personal, interactive nature and, therefore, are not easily automated. Responsibilities such as planning conferences, working with clients, and instructing staff require tact and communication skills.

This degree prepares the student for entry into administrative office positions leading to careers such as an administrative professional, medical/legal professional, or careers in other office specialties.

Students will develop abilities that create opportunities for promotion, job transition, and positions of greater responsibility in the workplace.

The program provides a strong foundation of office and technology skills as well as coursework in business communications, business theory, interpersonal relations, and business law. Program emphasis is placed on preparing the student to perform complex tasks including the integration of workplace skills that emphasize communication, teamwork, project management, and problem-solving.

Students may choose to enter the program by completing the Certificate of Completion Clerical or the Certificate of Completion Bookkeeping or by the Administrative Office Professional: Career Pathway Certificate of Completion: Office Receptionist. The coursework for these certificates will apply toward completion of the AAS Administrative Office Professional degree.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Apply human relations, organizational development, and critical thinking skills to solve problems in an office setting.
- Compose, proofread, and produce a wide range of business documents using appropriate software and equipment.
- Follow professional business procedures and standards.
- Store, retrieve, distribute, and manage information to support office and management personnel.
- Integrate computer, computation, communication, and critical thinking skills to accomplish complex office tasks and solve problems.

- Apply knowledge of the internal organization and management of an office.
- Work both independently and as part of a team.

GRADUATION REQUIREMENTS

Students must complete a minimum of 91 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Twenty-four (24) credits must be completed at Southwestern before the AAS Administrative Office Professional degree is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply winter).

PROGRAM
REQUIREMENTS

ADMINISTRATIVE OFFICE PROFESSIONAL

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PREREQUISITES	OA121 (3) Keyboarding I	WR90 (3) Paragraph Fundamentals (or placement test score)	MTH20 (4) Basic Mathematics (or placement test score)	Reading Score of ASSET42 COMPASS81	CIS90 (2) Computer Basics (or demonstrate proficiency)
FALL = 14 CREDITS	OA220 (1) Electronic Calculators	OA124 (3) Keyboard Skillbuilding	CIS120 (4) Concepts of Computing	BA285 (3) Human Relations in Organizations	CIS125W (3) Word Processing Applications
WINTER = 18 CREDITS	BA101 (4) Introduction to Business	AC2764 (4) Small Business Accounting ¹	BA288 (3) Customer Service	MTH82 (4) Business Mathematics ²	OA240 (3) Filing/Records Management
SPRING = 15 CREDITS	WR121 (3) English Composition ³	CIS135W (3) Advanced Word Processing: Desktop Publishing	BA217 (3) Accounting Process	BA206 (3) Management Fundamentals	OA116 (3) Office Procedures

47 CREDITS = FIRST YEAR TOTAL REQUIREMENT

FALL = 14 CREDITS	PE231 (3) Wellness for Life ⁴	BA230 (4) Business Law	(3) Specific Elective ⁵	OA205 (3) Proofreading and Editing	BA284 (1) Job Readiness
WINTER = 16 CREDITS	BA205 (4) Solving Communication Problems with Technology	SP111 (3) Fundamentals of Public Speaking ⁶	(3) Specific Elective ⁵	(3) Specific Elective ⁵	CIS125S (3) Spreadsheet Applications
SPRING = 14 CREDITS	BA280 (4) Field Experience	CIS235 (4) Integrated Computer Projects	BA224 (3) Human Resource Management	(3) Specific Elective ⁵	

44 CREDITS = SECOND YEAR TOTAL REQUIREMENT

91 CREDITS = TOTAL PROGRAM REQUIREMENT

PROGRAM NOTES

¹BA212 may be substituted for AC2764.

²MTH60, MTH95 or higher may be substituted for MTH82.

³WR115 may be substituted for WR121.

⁴HE250 or three credits of PE185 may be substituted for PE231.

⁵Specific Electives: Select from any 100 level or higher AC, BA, CIS, CS, PSY, SOC, or any MTH except MTH20 not otherwise required by the degree.

⁶SP100, 218, or 219 may be substituted for SP111.