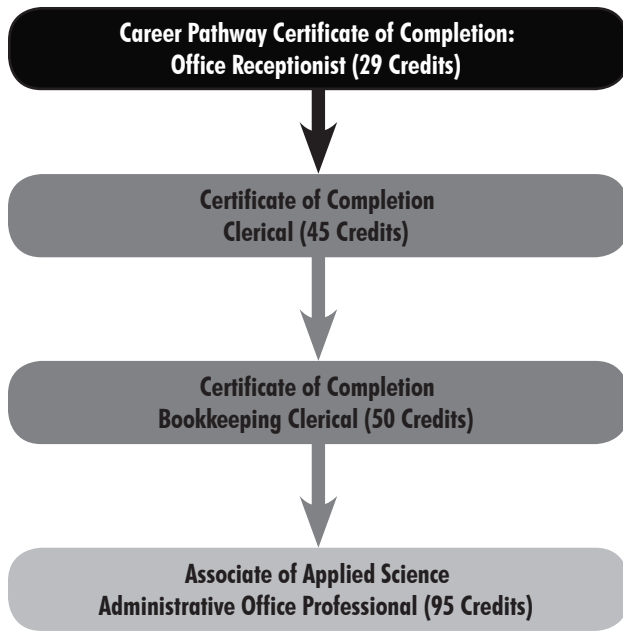


## ASSOCIATE OF APPLIED SCIENCE ADMINISTRATIVE OFFICE PROFESSIONAL



Administrative Office Professional jobs are in high demand and exist in every type of business, industry, or



*Secretarial class learning dictation, 1967.*

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 course work 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 course work 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 95 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the AAS in Administrative Office Professional degree is awarded.

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

## ASSOCIATE OF APPLIED SCIENCE ADMINISTRATIVE OFFICE PROFESSIONAL

PREREQUISITES	<b>CIS101 (2)</b> Computers in Society	<b>OA121 (3)</b> Keyboarding I	<b>WR90 (3)</b> Paragraph Fundamentals	<b>MTH20 (4)</b> Basic Mathematics <sup>1</sup>	Reading Score of ASSET39 COMPASS69
FALL = 15 CREDITS	<b>OA220 (1)</b> Electronic Calculators	<b>OA124 (3)</b> Keyboard Skillbuilding	<b>CIS120 (4)</b> Concepts of Computing	<b>MTH70 (4)</b> Elementary Algebra (or higher)	<b>CIS125W (3)</b> Word Processing Applications
WINTER = 17 CREDITS	<b>BA101 (4)</b> Introduction to Business	<b>AC2766 (4)</b> Accounting I	<b>CIS125S (3)</b> Spreadsheet Applications	<b>BA285 (3)</b> Human Relations in Organizations	<b>OA240 (3)</b> Filing Records and Management
SPRING = 15 CREDITS	<b>WR121 (3)</b> English Composition <sup>2</sup>	<b>CIS135W (3)</b> Advanced Word Processing	<b>BA217 (3)</b> Accounting Process	<b>BA206 (3)</b> Management Fundamentals	<b>OA116 (3)</b> Office Procedures

### 47 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

FALL = 17 CREDITS	<b>PE231 (3)</b> Wellness for Life <sup>3</sup>	<b>BA230 (4)</b> Business Law	<b>AC2767 (4)</b> Accounting II	<b>OA2591 (3)</b> Proofreading and Editing	<b>SP111 (3)</b> Fundamentals of Public Speaking <sup>4</sup>
WINTER = 16 CREDITS	<b>BA205 (4)</b> Solving Communication Problems with Technology	<b>CIS125DB (3)</b> Database Applications	<b>CIS245 (3)</b> Project Management	<b>CIS125DM (3)</b> Digital Media Applications	<b>BA288 (3)</b> Customer Service
SPRING = 15 CREDITS	<b>BA280 (4)</b> Field Experience	<b>CIS235 (3)</b> Integrated Computer Projects	<b>BA284 (1)</b> Job Readiness	<b>BA224 (3)</b> Human Resource Management	<b>OA292 (4)</b> Capstone Project

### 48 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

### 95 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTES

<sup>1</sup>MTH55 may be substituted for MTH20.

<sup>2</sup>WR115 may be substituted for WR121.

<sup>3</sup>HE250 or three credits of PE185 may be substituted for PE231.

<sup>4</sup>SP100, 218, or 219 may be substituted for SP111.