

Specialized Associate Degree—Administrative Specialist

Objective: This program is designed to produce an administrative specialist with a variety of computer and communications skills. The emphasis on executive office skills coupled with solid education in general education classes expands a student's potential for assumption of supervisory or management responsibility within an organization. This multi-disciplined program concentrates on critical thinking and decision making, human relations, communications, event and meeting planning, word processing, computerized spreadsheets, project and report preparation, and other skills required of well-qualified office personnel. A 100-hour internship is included. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

The student is prepared for four Microsoft Office Specialist (MCAS) certifications: Word, Excel, Access, and PowerPoint. Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus Prometric/VUE Testing Center.

Expected Educational Outcomes: Upon completing the Specialized Associate Degree - Administrative Specialist program, students will have demonstrated:

1. A working knowledge of computer programs used in the modern executive office including word processing, spreadsheets, desktop publishing, presentation, and integrated packages.
2. Competence in using language arts to write and/or produce mailable documents and correspondence.
3. The ability to use office procedures, bookkeeping, planning, presentation, critical thinking, and management skills in the executive office.
4. An understanding of ethical and professional practices and appropriate business etiquette of the executive office.
5. To further learn management concepts, communications, and human relations principles as they relate with career success and productivity.

Specialized (Occupational) Associate Degree awarded upon successful completion of all graduation requirements.

Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units	Class No.	Class Title	Hours	Qtr. Units
				BM142	Business Math	25	2.5
AC160A	Fundamentals of Accounting IA	25	2.5	BM143	Financial Math	25	2.5
				BM195A	10-Key Keypad	25	1.0
AC16LA	Fundamentals of Accounting IA Lab	25	1.0	CM050A	Introduction to the Internet	25	1.0
				CM127A	Beginning Keyboarding	25	1.0
AC160B	Fundamentals of Accounting IB	25	2.5	CM127B	Introduction to Microsoft Word I	25	1.0
				CM127C	Introduction to Microsoft Word II	25	1.0
AC16LB	Fundamentals of Accounting IB Lab	25	1.0	CM144A	Beginning MS Word	25	1.0
				CM144B	Intermediate MS Word	25	1.0
AC160C	Fundamentals of Accounting IC	25	2.5	CM166A	Beginning Excel	25	1.0
				CM166B	Intermediate Excel	25	1.0
AC16LC	Fundamentals of Accounting IC Lab	25	1.0	CM168A	Beginning Access	25	1.0
BM141	Math Review	25	1.0				

