

# ADMINISTRATIVE OFFICE PROFESSIONAL CERTIFICATE [6140]

19 CREDIT HOURS



This recommended sequence is based on a 2-semester schedule beginning in the fall. This program can also be started in the summer or spring semesters. See your academic advisor to adjust your plan of study. *Classes are offered in evening, hybrid, and open learning formats.*

FIRST YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
ACSM 136*	Excel Level I <i>[open learning]</i>	1		
ACSM 137*	Excel Level II <i>[open learning]</i>	1		
ACSM 156*	Word Level I <i>[open learning]</i>	1		
ACSM 157*	Word Level II <i>[open learning]</i>	1		
OTEC 101*	Keyboarding <i>[open learning]</i>	1		
OTEC 104	Office Simulation <i>[open learning]</i>	2		
OTEC 113	Records Management <i>[open learning]</i>	2		
ACSM 146*	Access Level I <i>[open learning]</i>		1	
ACSM 147*	Access Level II <i>[open learning]</i>		1	
ACSM 166	Microsoft Outlook and OneNote <i>[open learning]</i>		2	
BUSN 115	Business Communications		3	
BUSN 145	Employment Success Strategies <i>[open learning]</i>		1	
BUSN 150	Customer Relations		1	
OTEC 102*	Advanced Keyboarding <i>[open learning]</i>		1	
<b>Total Credit Hours</b>		<b>9</b>	<b>10</b>	

\* denotes a fall only class

\*\*denotes a spring only class

\*proficiency exam available

# BUSINESS TECHNOLOGY – ADMINISTRATIVE OFFICE PROFESSIONAL ASSOCIATE IN APPLIED SCIENCE [MIC 5121]

60 CREDIT HOURS



STUDENTS ALSO RECEIVE THE FOLLOWING CERTIFICATES:

- Administrative Office Professional – 19 credit hours

This recommended sequence is based on a full-time, 6-semester schedule beginning in the fall. This program can also be started in the Summer or Spring semesters. See your academic advisor to adjust your plan of study. Core classes are offered in evening, online and open learning formats

FIRST YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
ACSM 101 <sup>‡</sup>	Introduction to Microcomputers	3		
ACSM 136 <sup>‡</sup>	Excel Level I [open learning]	1		
ACSM 137 <sup>‡</sup>	Excel Level II [open learning]	1		
ACSM 156 <sup>‡</sup>	Word Level I [open learning]	1		
ACSM 157 <sup>‡</sup>	Word Level II [open learning]	1		
ENGL 101	Critical Reading & Writing	3		
OTEC 101 <sup>‡</sup>	Keyboarding [open learning]	1		
OTEC 104	Office Simulation [open learning]	2		
ACCT 130**	Quickbooks Accounting		3	
ACSM 146 <sup>‡</sup>	Access Level I [open learning]		1	
ACSM 147 <sup>‡</sup>	Access Level II [open learning]		1	
ACSM 166	Outlook and OneNote [open learning]		2	
Math	Any college level math course or TMAT 103 <sup>‡</sup>		3-4	
OTEC 102 <sup>‡</sup>	Advanced Keyboarding [open learning]		1	
OTEC 113	Records Management [open learning]		2	
Program elective(s) #	Any course(s) from list below (13 hours total needed)			3-4
<b>Total Credit Hours</b>		<b>13</b>	<b>13-14</b>	<b>3-4</b>

SECOND YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
BUSN 115	Business Communications	3		
BUSN 145	Employment Success Strategies [open learning]	1		
BUSN 150	Customer Relations	1		
BUSN 170*	Supervision	3		
Life/Physical Science	Any life/physical science general education course	3		
Program elective(s) #	Any course(s) from list below (13 hours total needed)	3-4		
BUSN 299	Internship in Business		1	
DMED 101	Introduction to Digital Media		3	
Social science	Any social science general education course		3	
Program elective(s) #	Any course(s) from list below (13 hours total needed)		3-4	
Program elective(s) #	Any course(s) from list below (13 hours total needed)		4	
Humanities or fine arts	Any humanities or fine arts general education course			3
<b>Total Credit Hours</b>		<b>14-15</b>	<b>14</b>	<b>3</b>

\* denotes a fall only class

\*\*denotes a spring only class

<sup>‡</sup>proficiency exam available

# **Electives:** 13 total hours needed. Choose any combination of:

- ACSM 125, 138, ACSM 148, ACSM 158 (also earn MS Specialist Certificates),
- ACCT 120, ACCT 150<sup>^</sup>, ACCT 200, ACCT 201 (<sup>^</sup>also earn Bookkeeping certificate)
- BUSN 108, BUSN 110, BUSN 130, BUSN 210, BUSN 220, BUSN 230, BUSN 299 (add'l hours)
- COMM 101
- CSCI 110
- DMED 110, DMED 120, DMED 130, DMED 150, DMED 170, DMED 210
- SVL 101 (1-3 hours)