

Administrative Office Specialist

AA Degree # 1921 (68 credits)

Certificate # 1371 (37 credits) **(bold and underlined)**



Technology Division

NAME: _____ Advisor: _____

One 3 credit Diversity (D) course is required; One 1 credit PE/Wellness (W) course is required. See HACC website, <http://www.hacc.edu/academics/coursesandprograms/generaleducationcourses/index.cfm>, for a current list of diversity and wellness courses. The Diversity requirement is met by AOS 225, a required course in this major.

Developmental Courses as determined through College Placement Testing:

Please note: 0-level courses do not transfer and do not count toward graduation requirements; however, they are required to enter college level courses.

____ Any ENGL ESL classes ____ ENGL 002 ____ ENGL 050 ____ * ____ MATH 020
 ____ ENGL 001 ____ ENGL 003 ____ ENGL 051 ____ MATH 010 ____ MATH 051

*** (Placement below Math 010 options: study and successfully retest- College fees apply; Take HD 107/retake math placement test (no fee for retest) and successfully place MATH 010 or higher)**

Requirements:

First Semester

| COURSE | DESCRIPTION | PRE or CO-REQUISITE | CREDITS |
|-----------------------------|---|-------------------------------|-----------|
| ____ <u>AOS 101</u> | Document Processing ¹ | Pre: Eligibility for ENGL 003 | 3 |
| ____ <u>AOS 111</u> | Grammar & Punctuation Essentials | Pre: ENGL 051 or above | 3 |
| ____ <u>CIS 105</u> | Intro to Computer Software for Business | Pre: ENGL 003 & 051 or above | 3 |
| ____ <u>MATH 100</u> | College Math for Business | Pre: MATH 010 or above | 3 |
| ____ _____ | Core A Elective | | <u>3</u> |
| Total Credits | | | 15 |

Second Semester

| | | | |
|----------------------------|--|---|-----------|
| ____ <u>AOS 110</u> | Microsoft Word | Pre: AOS 101 | 3 |
| ____ <u>CIS 108</u> | Introduction to PowerPoint | | 1 |
| ____ CIS 135 | Intermediate Spreadsheet Applications | Pre: CIS 105 | 3 |
| ____ ENGL 101 | English Composition I | Pre: ENGL 051 with C or higher Pre/Co: ENGL 003 | 3 |
| ____ <u>WEB 102</u> | Internet and WEB Design (must take online) | Pre: CIS 105 or CIS 110 | 3 |
| ____ _____ | Core B Elective | | <u>3</u> |
| Total Credits | | | 16 |

Summer I

| | | | |
|----------------------|--|--|---------------|
| ____ _____ | Free Elective ² (AOS 210 Recommended) | | 3 |
| ____ _____ | Core C Elective | | 3 |
| ____ _____ | <u>CIS Elective (certificate only)</u> | | <u>3</u> |
| Total Credits | | | 6 or 9 |

Third Semester

| | | | |
|----------------------------|--------------------------------|---|-----------|
| ____ <u>AOS 203</u> | Records & Imaging Management | Pre: CIS 105 | 3 |
| ____ AOS 224 | Office Applications | Pre: AOS 110 & CIS 105 | 3 |
| ____ <u>CIS 207</u> | Desktop Publishing | Pre: CIS 105 | 3 |
| ____ ENGL 106 | Written Business Communication | Pre: ENGL 051 & ENGL 003 with C or higher | 3 |
| ____ MGMT 202 | Office Management | | <u>3</u> |
| Total Credits | | | 15 |

Fourth Semester

| | | | |
|-----------------------------|---|---|-----------|
| ____ AOS 160 | Office Accounting | | 3 |
| ____ <u>AOS 202</u> | Project Management | | 3 |
| ____ <u>AOS 225</u> | Office Procedures (Diversity Elective) | Pre: AOS 101 & AOS 110 | 3 |
| ____ <u>AOS 226</u> | Machine Transcription | Pre: AOS 101 | 3 |
| ____ SPCH 104 | Interpersonal Communication | Pre: ENGL 051 & ENGL 003 with C or higher | 3 |
| ____ _____ | Physical Education Elective(W) ² | | <u>1</u> |
| Total Credits | | | 16 |
| Total Degree Credits | | | 68 |

Students are encouraged to see their advisor to develop and review their individual educational plans.

For more information – visit our web site at <http://www.hacc.edu/Academics/CoursesAndPrograms/index.cfm>

Advising Comments

¹Students must be able to key straight copy at 30 wpm using proper technique prior to registering for this class.

² One 1 credit PE/Wellness (W) course is required. See HACC website, <http://www.hacc.edu/academics/coursesandprograms/generaleducationcourses/index.cfm>, for a current list of diversity and wellness courses.

Students must earn a "C" or above in the following courses: AOS 111, AOS 210, 224, and 225.

Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) Certifications are equivalent to the following 15 credits at HACC:

AOS 101
AOS 110
AOS 225
AOS 226
MGMT 202

Contacts:

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