

ADMINISTRATIVE OFFICE SPECIALIST, Certificate Program - 1371

CIP Code: 52.0401

Technology Division

The Administrative Office Specialist program prepares students to perform clerical, administrative, management, and information systems support in a variety of office-related environments. Graduates utilize skills in keyboarding, machine transcription, computer applications, written and oral communication and are able to integrate various software applications and use the Internet for research. The complete program is available at the Harrisburg, Lebanon and York Campuses; selected courses are available at the Lancaster Campus.

Career Opportunities

Employment may be found in business offices, private industry, public service, state and federal government, and specialized environments such as legal, medical, financial, insurance, law enforcement, engineering, and management as administrative office specialists. (SOC Code: 43-6014 Secretaries)

Link to Occupational profiles on O*NET <http://www.onetcodeconnector.org/>

Application and Admission information <http://www.hacc.edu/StudentServices/Registrar/HowtoApplyandRegister/index.cfm>

Competency Profile

This curriculum is designed to prepare students to:

- Show proficiency in keyboarding and machine transcription
- Apply advanced software skills to produce business documents
- Research using the Internet
- Manage records manually and electronically
- Perform basic accounting functions
- Create effective presentations
- Implement up-to-date office technologies and procedures

PROGRAM REQUIREMENTS (TOTAL CREDITS = 37)

| General Education | Major | | Other Required Courses | |
|-------------------|--------------------------------------|----------|--|----------|
| | AOS 101 Document Processing | 3 | CIS 105 Intro to Software for Business | 3 |
| | AOS 110 Microsoft Word | 3 | CIS 108 Introduction to PowerPoint | 1 |
| | AOS 111 Grammar & Punctuation Essen. | 3 | CIS 207 Desktop Publishing | 3 |
| | AOS 202 Project Management | 3 | MATH 100 College Math for Business | 3 |
| | AOS 203 Records Management | 3 | WEB 102 Internet and Web Design | 3 |
| | AOS 225 Office Procedures | 3 | CIS Elective (any CIS course) | <u>3</u> |
| | AOS 226 Machine Transcription | <u>3</u> | | 16 |
| | | 21 | | |

Program Costs: \$10,823.00

<http://www.hacc.edu/FinancialAid/FinancialAidBasics/Cost-of-Attendance.cfm>

On-time Completion Rate:

Job Placement Rate: 100%

Median Federal Loan Debt: \$0

Median Alternative Loan Debt: \$0