

# ADMINISTRATIVE OFFICE SPECIALIST, Associate in Arts Degree - 1921

## 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 and York Campuses; some required courses are available at the Lancaster and Lebanon Campuses.

## 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.

## 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
- Integrate software applications
- Research using the Internet
- Manage records manually and electronically
- Perform basic accounting functions
- Create effective presentations
- Implement up-to-date office technologies and procedures
- Write and speak effectively
- Appreciate accomplishments in the arts and sciences

## PROGRAM REQUIREMENTS (TOTAL CREDITS = 68)

General Education		Major		Other Required Courses	
ENGL 101 English Composition I	3	AOS 101 Document Processing	3	CIS 105 Introduction to Software for Business	3
ENGL 106 Business Communications	3	AOS 110 Microsoft Word	3	CIS 108 Introduction to Power Point	1
SPCH 104 Interpersonal Communication	3	AOS 111 Grammar & Punctuation Essen.	3	CIS 135 Intermediate Spreadsheet Applica.	3
Core A Elective	3	AOS 160 Office Accounting	3	CIS 207 Desktop Publishing	3
Core B Elective	3	AOS 202 Project Management	3	MATH 100 College Math for Business	3
Core C Elective	3	AOS 203 Records and Imaging Mgmt.	3	MGMT 202 Office Management	3
Free Elective	3	AOS 224 Office Applications	3	WEB 102 Internet and Web Design	3
Physical Education & Wellness	1	AOS 225 Office Procedures (D)	3		
	22	AOS 226 Machine Transcription	3		
			27		19

## RECOMMENDED SEQUENCE FOR FULL-TIME STUDENTS

Part time students can complete this program by taking one or more courses each semester.

Fall Semester	Spring Semester	Summer Session	Fall Semester	Spring Semester
AOS 111 3	ENGL 101 3	Free Elective 3	MGMT 202 3	AOS 160 3
CIS 105 3	AOS 110 3	Core C Elective 3	AOS 203 3	AOS 202 3
AOS 101 3	CIS 108 1		AOS 224 3	AOS 225 (D) 3
MATH 100 3	CIS 135 3		CIS 207 3	AOS 226 3
Core A Elective 3	WEB 102 3		ENGL 106 3	SPCH 104 3
	Core B Elective 3			PE & W 1

Effective Fall 2008 all Associate Degree Programs must meet Diversity (D) and Physical Education and Wellness (W) requirements.