

Office Administration

Program Description

The ACC Office Administration program prepares students for a career as an administrative assistant with marketable job skills that are highly valued by many businesses. Upon completing the degree program, students have the opportunity to undertake a variety of tasks and responsibilities and work in a professional office environment. ACC offers specialized courses in legal, accounting and medical terminology and procedures. In addition, students will gain a minimum of eight months related work experience with the two year degree programs. One year certificates are also available.

Career Opportunities

Projected employment of administrative assistants will vary by occupational specialty. Average employment growth is expected for medical, legal, accounting and executive administrative assistants. Fast growing industries – such as computer and data processing services, health and legal services, education, manufacturing, government agencies, engineering, and management – will continue to generate most new job opportunities. Administrative assistants rank among the largest occupations in the U.S. economy.

According to www.onetonline.org the average salary for an administrative assistant in Texas is \$39,000. Salaries may vary between the general, legal, and medical fields.



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Options

Associate of Applied Science Degree

Office Administration - Administrative Assistant...64 credit hours
(2 years)

Certificates

Office Assistant..... 32 credit hours
(1 year)

Administrative Support 49 credit hours
(1 year)

Advantages of ACC

- Small classes and personal attention
- Flexible class times
- Internet courses
- Dedicated faculty who care about your success
- Affordable tuition and fees – Financial assistance available to those who qualify

For more information call [281.756.3811](tel:281.756.3811)
or email OfficeAdministration@alvincollege.edu.

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