



OFFICE ADMINISTRATION

A.A.S. DEGREE/CERTIFICATE



Get the Skills Needed to Be an Integral Part of a Business Team

Administrators are responsible for completing the supportive tasks needed by an organization. Virtually every industry requires some form of administrative support. Administrative professionals work hand-in-hand with those in management to keep things running smoothly.

If you are hardworking, dedicated, a good problem solver, highly organized, and an effective written and oral communicator, a career as an administrative

assistant may be right for you.

ACC's Office Administration program will prepare you for a career as an administrative assistant with marketable job skills that are highly valued by many businesses. Upon completion of the A.A.S. Degree, you'll gain a minimum of eight months of related work experience with our co-op program and be equipped with the skills and knowledge to succeed in a professional office environment.

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, 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.

What Will I Study?

ACC's degree program offers specialized courses in legal, medical terminology and executive procedures. One year Office Assistant or Administrative Support certificates are also available.

You will take courses in a wide variety of topics such as:

- Computer Applications (Microsoft Office)
- Records Management
- Accounting
- Word Processing
- Business Office Procedures
- and more!

For More Information:

Website: www.alvincollege.edu/Office-Administration

Phone: 281.756.3822

Email: OfficeAdministration@alvincollege.edu

OFFICE ADMINISTRATION

Associate of Applied Science Degree – 60 credit hours

FIRST YEAR - FIRST SEMESTER	CREDITS
+ENGL 1301 - Composition I	3
POFI 1301 - Computer Applications I (Microsoft Office)	3
POFT 1309 - Business Office Procedures I	3
POFT 1325 - Business Math Using Technology	3
*PSYC 1300 - Learning Framework or *SPCH 1315 - Public Speaking	3
SECOND SEMESTER	
ACNT 1303 - Introduction to Accounting	3
+MATH 1332 - Quantitative Reasoning or +MATH 1324 - Mathematics for Business & Social Sciences	3
POFI 1341 - Computer Applications II (Adobe Acrobat, Visio, Publisher, SAP, Microsoft Project)	3
POFT 1319 - Records Management I	3
POFT 1329 - Beginning Keyboard	3
SECOND YEAR - FIRST SEMESTER	
ACNT 1311 - Intro to Computerized Accounting (QuickBooks)	3
BMGT 1305 - Communications in Management	3
ITSW 2334 - Advanced Spreadsheets (Excel)	3
POFI 2340 - Advanced Word Processing	3
*Select from Social & Behavioral Sciences Core Curriculum or +HIST 1301 - United States History I	3
SECOND SEMESTER	
ARTC 2333 - Publication Design (Photoshop, InDesign, Illustrator)	3
*Select from Creative Arts Core Curriculum or +Select from Language, Philosophy & Culture Core Curriculum	3
HRPO 2301 - Human Resources Management	3
IMED 2311 - Portfolio Development	3
*POFT 2382 - Co-Op - General Office Occupations & Clerical Services	3
OFFICE ADMINISTRATION (A.A.S.) DEGREE	60

*Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

*Capstone Course

OFFICE ADMINISTRATION

Office Assistant Certificate – 30 credit hours

FIRST YEAR - FIRST SEMESTER	CREDITS
ACNT 1303 - Introduction to Accounting	3
POFI 1301 - Computer Applications I (Microsoft Office)	3
POFT 1309 - Business Office Procedures	3
POFT 1325 - Business Math Using Technology	3
POFT 1329 - Beginning Keyboard	3
SECOND SEMESTER	
ACNT 1311 - Introduction to Computerized Accounting (QuickBooks)	3
BMGT 1305 - Communications in Management	3
POFI 1341 - Computer Applications II (Adobe Acrobat, Publisher, SAP, Visio, Microsoft Project)	3
POFI 2340 - Advanced Word Processing	3
POFT 1319 - Records Management I	3
OFFICE ADMINISTRATION CERTIFICATE	30

*Capstone Course

OFFICE ADMINISTRATION

Administrative Support Certificate – 45 credit hours

FIRST YEAR - FIRST SEMESTER	CREDITS
ACNT 1303 - Introduction to Accounting	3
POFI 1301 - Computer Applications I (Microsoft Office)	3
POFT 1309 - Business Office Procedures	3
POFT 1325 - Business Math Using Technology	3
POFT 1329 - Beginning Keyboard	3
SECOND SEMESTER	
ACNT 1311 - Introduction to Computerized Accounting (QuickBooks)	3
BMGT 1305 - Communications in Management	3
POFI 1341 - Computer Applications II (Adobe Acrobat, Publisher, SAP, Visio, Microsoft Project)	3
POFI 2340 - Advanced Word Processing	3
POFT 1319 - Records Management I	3
THIRD SEMESTER	
ARTC 2333 - Publication Design (Photoshop, InDesign, Illustrator)	3
HRPO 2301 - Human Resources Management	3
IMED 2311 - Portfolio Development	3
ITSW 2334 - Advanced Spreadsheets (Excel)	3
*POFT 2382 - Co-Op General Office Occupations & Clerical Services	3
OFFICE ADMINISTRATION CERTIFICATE	45

*Capstone Course

*PROGRAM COST

Approximate costs for the A.A.S. Degree program are \$3,996 for in-district students and \$6,750 for those out-of-district. This includes tuition and fees. Additional fees for books and supplies are approximately \$1,242.

Approximate costs for the Administrative Support Certificate program are \$2,997 for in-district students and \$5,067 for those out-of-district. This includes tuition and fees. Additional fees for books and supplies are approximately \$493.

Approximate costs for the Office Assistant Certificate program are \$1,998 for in-district students and \$3,378 for those out-of-district. This includes tuition and fees. Additional fees for books and supplies are approximately \$180.

*Alvin Community College may change tuition rates and other fees without notice or when so directed by the Board of Regents.