



# OFFICE SYSTEMS AND SUPERVISION

A.A.S. DEGREE/CERTIFICATE



**ACC**  
ALVIN COMMUNITY COLLEGE

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

Administrative Assistants and Office Supervisors are professionals who work in business offices. Administrators are responsible for completing the supportive tasks needed by an organization. Office Supervisors are responsible for managing the systems and staff within the office environment. Virtually every industry requires administrative support.

If you are hardworking, dedicated, a good problem solver, highly organized, and an effective written and oral communicator, a career as an administrative office professional may be right for you.

ACC's Office Systems and Supervision program will prepare you for a career as an Administrative Specialist and the skills to become an Office Supervisor. You will gain marketable job skills that are highly valued by businesses. Upon completion of the A.A.S. Degree, you will have the knowledge and skills to succeed in a professional office environment.

## Career Opportunities

Projected employment of administrative office professionals 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 office professionals rank among the largest occupations in the U.S. economy.

## What Will I Study?

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

- Business Office Procedures
- Computer Applications (Microsoft Office)
- Accounting
- Office Management
- Employee Relations
- Administrative Project Solutions
- and more!

### For More Information:

**Website:** [www.alvincollege.edu/office-systems](http://www.alvincollege.edu/office-systems)

**Phone:** 281.756.3810

**Email:** [abusch@alvincollege.edu](mailto:abusch@alvincollege.edu)

**Your College**  **Right Now**

## OFFICE SYSTEMS AND SUPERVISION

Associate of Applied Science Degree – 60 credit hours

FIRST YEAR - FIRST SEMESTER	CREDITS
POFT 1309 - Office Procedures	3
POFT 1227 - Introduction to Keyboarding	2
HRPO 1311 - Human Relations	3
POFI 1301 - Computer Applications I	3
*ENGL 1301 - Composition I	3
SECOND SEMESTER	
ACNT 1403 - Intro to Accounting	4
BMGT 1325 - Office Management	3
ACNT 1311 - Intro Computerized Accounting	3
POFT 1328 - Business Presentations	3
*MATH 1324 - Mathematics for Business and Social Sciences	3
SECOND YEAR - FIRST SEMESTER	
POFT 2312 - Business Correspondence & Communication	3
HRPO 2301 - Human Resources Management	3
IMED 2311 - Portfolio Development	3
HRPO 2304 - Employee Relations	3
*Select from Social & Behavioral Sciences Core Curriculum	3
SECOND SEMESTER	
POFT 2431 - Administrative Project Solutions	4
HRPO 2307 - Organizational Behavior	3
*POFT 2286 - Internship - Administrative Assistant and Secretarial Science, General <b>or</b> *LEAD 2200 - Corporate and Community Development with Critical Thinking	2
*SPCH 1315 - Public Speaking	3
*Select from Language, Philosophy & Culture Core Curriculum	3
<b>OFFICE SYSTEMS AND SUPERVISION (A.A.S.) DEGREE</b>	<b>60</b>

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

## OFFICE SUPERVISION CERTIFICATE

Level II Certificate – 45 credit hours

FIRST YEAR - FIRST SEMESTER (FALL)	CREDITS
POFT 1309 - Office Procedure	3
POFT 1227 - Introduction to Keyboarding	2
HRPO 1311 - Human Relations	3
POFI 1401 - Computer Applications I	4
SECOND SEMESTER (SPRING)	
ACNT 1403 - Intro to Accounting	4
BMGT 1325 - Office Management	3
ACNT 1311 - Intro Computerized Accounting	3
POFT 1328 - Business Presentations	3
THIRD SEMESTER (FALL)	
POFT 2312 - Business Correspondence & Communication	3
HRPO 2301 - Human Resources Management	3
IMED 2311 - Portfolio Development	3
HRPO 2304 - Employee Relations	3
FOURTH SEMESTER (SPRING)	
POFT 2331 - Administrative Project Solutions	3
HRPO 2307 - Organizational Behavior	3
*POFT 2286 - Internship - Administrative Assistant and Secretarial Science, General <b>or</b> *LEAD 2200 - Corporate and Community Development with Critical Thinking	2
<b>OFFICE SUPERVISION CERTIFICATE</b>	<b>45</b>

\*Capstone Course

## ADMINISTRATIVE SPECIALIST CERTIFICATE

Level I Certificate – 24 credit hours

FIRST YEAR - FIRST SEMESTER (FALL)	CREDITS
POFT 1309 - Office Procedures	3
POFT 1227 - Introduction to Keyboarding	2
HRPO 1311 - Human Relations	3
POFI 1301 - Computer Applications	3
SECOND SEMESTER (SPRING)	
ACNT 1403 - Intro to Accounting	4
BMGT 1325 - Office Management	3
ACNT 1311 - Intro Computerized Accounting	3
POFT 1328 - Business Presentations	3
<b>ADMINISTRATIVE SPECIALIST CERTIFICATE</b>	<b>24</b>

### \*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 Specialist 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 Supervision 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.

### OFFICE CAREERS AND ANNUAL MEDIAN SALARIES

- Office Clerks \$39,054\*
- Human Resources Assistants \$45,422\*
- Payroll Clerks \$46,411\*
- Office Supervisors \$58,520\*
- Executive Administrative Assistants \$64,626\*
- Administrative Services Managers \$95,705\*

\* Salaries were taken from Career Coach which can be accessed through the ACC website and blackboard.

Alvin Community College is an equal opportunity institution. If you have a disability and need assistance or require special accommodations contact the Office of Student Accessibility Services at 281-756-3533 or sas@alvincollege.edu.