

# ADMINISTRATIVE OFFICE PROFESSIONS

## Administrative Office Assistant Certificate

<http://www.sandburg.edu/Academics/Degree-Certificates/Administrative-Office-Professions/index.html>

This curriculum prepares students with the skills needed for office work, including keyboarding, records management, communications, computers and other office technology. Graduates are qualified for entry-level positions in a business where a wide variety of office skills are required.

### Admission to the Program: Open Administrative Office Professional AAS

<http://www.sandburg.edu/Academics/Degree-Certificates/Administrative-Office-Professions/index.html>

This curriculum prepares students with the efficient skill level needed for administrative/executive work, including keyboarding, speedwriting, office management, communications, computers and other office technology. Graduates are qualified for positions as administrative/executive assistants and office managers.

### Admission to the Program: Open First-Time Enrollees

1. Complete an application for admission to the College and, if desired, apply for financial aid.
2. Send an official high school transcript or GED score report to the Admissions and Records Office.
3. Complete the placement exam.
4. Meet with an advisor/counselor to select classes and complete the registration process

### Department of Career, Technical & Health Education

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
309.341.5363

### For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

### For Graduation Requirements:

See the graduation policies and procedures ([http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)) page for details.

## Certificate

Course	Title	Semester Hours
<b>First Year</b>		
<b>Fall Semester</b>		
AOP.100	Careers for Office Professional	1
AOP.101	Keyboarding & Formatting 1	3
BOC.120	Customer Service	2
BOC.100	Business Mathematics	3

BOC.101	Business Records Management	2
PSY.101	Introduction to Psychology	3
or PSY.107	or Positive Psychology	
or SOC.101	or Introduction to Sociology	
<b>Spring Semester</b>		
AOP.102	Keyboarding & Formatting 2	3
AOP.116	Introduction to Word Processing	3
AOP.201	Business English	2
BOC.103	Office Technology	3
ICT.110	Computer Software Applications	3
ICT.115	Website Support	2
Total Semester Hours		30

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements section in this catalog.)

## Associate in Applied Science

Course	Title	Semester Hours
<b>First Year</b>		
<b>Fall Semester</b>		
AOP.100	Careers for Office Professional	1
AOP.101	Keyboarding & Formatting 1	3
BOC.100	Business Mathematics	3
BOC.101	Business Records Management	2
BOC.120	Customer Service	2
PSY.101	Introduction to Psychology	3
or PSY.107	or Positive Psychology	
or SOC.101	or Introduction to Sociology	
<b>Spring Semester</b>		
AOP.102	Keyboarding & Formatting 2	3
AOP.116	Introduction to Word Processing	3
AOP.201	Business English	2
BOC.103	Office Technology	3
ICT.110	Computer Software Applications	3
ICT.115	Website Support	2
<b>Second Year</b>		
<b>Fall Semester</b>		
ACC.101	Principles of Financial Accounting	3
AOP.203	Office Procedures	3
BOC.102	Business Communications	3
BUS.100	Introduction to Business	3
SPE.110	Interpersonal Communication	3
or SPE.120	or Introduction to Public Speaking	
<b>Spring Semester</b>		
AOP.216	Advanced Word Processing	3
BUS.201	Management Fundamentals	3
ENG.120	Report Writing	3
ICT.210	Advanced Microcomputer Software Applicat	3
AOP.291	Professional Internship 1	3
or AOP.292	or Professional Internship 2	
Total Semester Hours		60

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements section in this catalog.)

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associate dean of career technical health education