

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.

This certificate is stackable, meaning the administrative office professional AAS can be completed in just two additional semesters

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, office management, communications, computers and other office technology. Graduates are qualified for positions as administrative/executive assistants and office managers.

This degree is designed to build on the administrative office assistant certificate.

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

For Graduation Requirements:

See the graduation policies and procedures (http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures) page for details.

Certificate

Course	Title	Semester Hours
First Year		
Fall Semester		
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 or PSY.107 or SOC.101	Introduction to Psychology or Positive Psychology or Introduction to Sociology	3
Spring Semester		
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
First Year		
Fall Semester		
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 or PSY.107 or SOC.101	Introduction to Psychology or Positive Psychology or Introduction to Sociology	3
Spring Semester		
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
Second Year		
Fall Semester		
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 or SPE.120	Interpersonal Communication or Introduction to Public Speaking	3

Spring Semester

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 or AOP.292	Professional Internship 1 or Professional Internship 2	3
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.)

Carrie Hawkinson

Associate Dean of Career, Technical and Health Education
Associate Professor, Administrative Office Professional/Business
Occupations