

# 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](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<br>or PSY.107<br>or SOC.101 | Introduction to Psychology<br>or Positive Psychology<br>or Introduction to Sociology | 3              |
| <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<br>or PSY.107<br>or SOC.101 | Introduction to Psychology<br>or Positive Psychology<br>or Introduction to Sociology | 3              |
| <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<br>or SPE.120               | Interpersonal Communication<br>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<br>or AOP.292 | Professional Internship 1<br>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