

ADMINISTRATIVE OFFICE MANAGEMENT, Certificate - 1371

Engineering & Technology Department

CIP Code: 52.0401

The Administrative Office Management certificate prepares students with little or no office management skills or who are currently employed and need additional training to perform clerical, administrative, management, and information systems support in a variety of office-related environments. Students are able to gain exposure to emerging technologies and business solutions through hands-on application and conducting research. Graduates may continue their education by pursuing the Administrative Office Management AAS degree. Students may complete this program at the Harrisburg Campus by taking some courses through Virtual Learning.

Career Opportunities

Graduates find employment in business offices, private industry, public service, state and federal government, and specialized environments such as legal, medical, financial, insurance, law enforcement, engineering, and management as administrative office specialists. **(SOC Code: 43-6014 Secretaries)**

Competency Profile

This curriculum is designed to prepare students to:

- Show proficiency in keyboarding and machine transcription
- Apply advanced software skills to produce business documents
- Manage records manually and electronically
- Perform basic accounting functions
- Create effective presentations

PROGRAM REQUIREMENTS (TOTAL CREDITS = 31)

General Education		Major Requirements		Other Required Courses	
ENGL 110 Foundations in Professional Writing	3	AOS 101 Document Processing	3	CIS 105 Introduction to Software for Business	3
		AOS 110 Microsoft Word	3	CIS 108 Introduction to Power Point	1
		AOS 111 Grammar & Punctuation Essentials	3	CIS 207 Desktop Publishing	3
		AOS 203 Records Management	3	MATH 100 College Math for Business	<u>3</u>
		AOS 225 Office Procedures	3		10
		AOS 226 Machine Transcription	<u>3</u>		
			18		

Note: A grade of C or higher is required for all courses in this program.

RECOMMENDED COURSE SEQUENCE

Part-time students can complete this program by taking one or more courses each semester.

Summer		Fall Semester I		Spring Semester I	
CIS 105	3	AOS 101	3	AOS 110	3
		AOS 111	3	AOS 225	3
		AOS 203	3	AOS 226	3
		CIS 207	3	CIS 108	1
		MATH 100	3	ENGL 110	3