

Administrative Technology

Degree Type

Associate of Applied Science

The Associate's Degree in Administrative Technology prepares students for careers in office administration. The focus on technology used in today's office environment prepares graduates to manage office communications, publications, and document management. Students can pursue a degree with an executive or medical focus.

Graduates of the Administrative Technology Degree Program will:

- Have the ability to apply skills and knowledge learned for entry-level employment.
- Demonstrate a working knowledge of ethics and professionalism as it relates to the office setting.
- Be proficient in the use of various computer applications software and other current technology.
- Display a variety of administrative office skills indicative of their specialized fields.
- Demonstrate a strong clerical background.
- Engage in a civic engagement activity.
- Collaborate effectively with others.
- Communicate effectively.
- Think creatively.
- Reason critically.

ASSOCIATE DEGREE REQUIREMENTS

- Civics (16 credits)
- Administrative Technology Fundamentals (36 credits)
- Concentration Track (38 credits)

Civics Certificate (16 CREDITS)

Item #	Title	Credits
GE 102	Personal Growth and Finance	4.0
GE 106	Ethics	4.0
GE 215	American History II	4.0
GE 267	American Government	4.0

Administrative Technology Fundamentals (36 credits)

Item #	Title	Credits
CS 101	Intro to Computers	4.0
MN 130	Customer Service	4.0
AT 273	Office Procedures	4.0
AT 248	Internet Research	4.0
CM 101	Professionalism	4.0
AC 100	Computerized Accounting	4.0
AT 257	Publication Design	4.0
EN 161	English Composition I	4.0
WP 254	Word I	4.0

Concentration Tracks

Certificate 2: Concentration Track (38 Credits)

Choose one of the following:

Executive Assistant

Item #	Title	Credits
CS 235	Spreadsheet Applications	4.0
MN 232	Human Resources	4.0
MN 120	Business Organization	4.0
CM 150	Workplace Communication	4.0
WP 255	Word II	4.0
AT 275	Managing Social Media	4.0
AT 299	AT Externship	2.0
EN 162	English Composition II	4.0
GE 200	General Psychology	4.0
	Elective	4

Medical Administrative Assistant

Item #	Title	Credits
ME 181	Medical Terminology I	4.0
ME 182	Medical Terminology II	4.0
ME 279	Medical Office Practice	4.0
ME 291	Electronic Health Records	4.0
CM 150	Workplace Communication	4.0
WP 255	Word II	4.0
AT 299	AT Externship	2.0
EN 162	English Composition II	4.0
GE 200	General Psychology	4.0
	Elective	4
	Total Credits	90