

# ADMINISTRATIVE OFFICE TECHNOLOGY, ADMINISTRATIVE SUPPORT SPECIALIST - CERTIFICATE



## ADSC

The Administrative Support Specialist Certificate is designed for students who need to develop marketable employment skills in a short period of time. This program provides students with immediate job training for positions that require the use of basic office technology software and hardware. This includes keyboarding; data entry; preparation of documents and reports; the compilation and editing of spreadsheets and accounting reports; list and file maintenance; and preparation of tables/graphs. Students who successfully complete the program will have a background in Microsoft Office applications (including Word, PowerPoint, Excel, Outlook, and Access), general office procedures, and administrative office management. Administrative office technology skills are now considered universal skills because they are required for employment positions at all different levels of an organization and in a wide range of industries.

## Program Learning Outcomes

Upon completion of this program, a student will be able to:

1. Read, understand and prepare standard types of business documents
2. Possess appropriate technological skills, including operating systems, word processing (including keyboarding) spreadsheets, database management, and the internet as a research tool
3. Use appropriate office procedures as related to records information management, telephone communication, and mail management
4. Understand and perform office accounting and recordkeeping functions as related to a service business, including computerized applications
5. Demonstrate appropriate critical thinking
6. Demonstrate appropriate human relations skills

## Certificate Requirements

Code	Title	Hours
ADAS 2530	Office Technology & Procedures II	3
ADAS 2570	Administrative Office Management	3
BUSN 1015	Business Computing Applications	3
COMI 2015	Introduction to Microsoft Project	1
OFTD 1120	Microcomputer Keyboarding	3
OFTD 1140	Office Technology & Procedures I	3
OFTD 1250	Office Accounting	3
<b>Total Hours</b>		<b>19</b>

## Recommended Course Sequence

Course	Title	Hours
<b>Year 1</b>		
<b>Semester 1</b>		
OFTD 1120	Microcomputer Keyboarding	3
BUSN 1015	Business Computing Applications	3
OFTD 1140	Office Technology & Procedures I	3
<b>Hours</b>		<b>9</b>
<b>Semester 2</b>		
ADAS 2530	Office Technology & Procedures II	3
ADAS 2570	Administrative Office Management	3
COMI 2015	Introduction to Microsoft Project	1
OFTD 1250	Office Accounting	3
<b>Hours</b>		<b>10</b>
<b>Total Hours</b>		<b>19</b>