



Program Map Office Administration

Degree: Administrative Assistant Associate of Applied Science (AAS)

Certificate: Administrative Assistant Level 1 (C1)

Certificate: Office Assistant Level 1 (C2)



BUSINESS

Program Description: This program prepares the student to carry out administrative and general office functions required in assistant or executive assistant positions. The student will learn to coordinate, expedite, and facilitate office operations by implementing specific use of selected word processing, spreadsheet, and database software. One semester of internship allows for practical application of marketable skills.

Contact:
Jane Billingsley
Department Chair
jbillings@austincc.edu
512-223-5840

Department Website:
sites.austincc.edu/officeadmin

Use this **Program Map** to choose courses with your college advisor and track your progress towards milestones and completion of program.

Pre-Degree Requirements		
Program Specific	Reading and Writing Placement <i>Placements based on TSI</i>	Mathematics Placement <i>Placements based on TSI</i>
	<input type="checkbox"/> Basic Developmental Courses <input type="checkbox"/> ESOL Courses <input type="checkbox"/> INRW Courses	<input type="checkbox"/> MATD-0332 - Basic Math Skills <input type="checkbox"/> MATD-042x/032x – ALEKS Sequence <input type="checkbox"/> MATD-0385/0485 – Developing Mathematical Thinking <i>Not prerequisite for MATH-1314/1324</i> <input type="checkbox"/> MATD-0370 – Elementary Algebra <input type="checkbox"/> MATD-0390 – Intermediate Algebra <input type="checkbox"/> <i>Take MATD-0370 and 0390 to prepare for MATH-1314/1324</i>
<p><i>D = Degree</i> <i>C1 = Level 1 Certificate</i> <i>C2 = Level 2 Certificate</i></p> <p style="text-align: center;">SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS <i>Plans can be modified to fit the needs of part-time students by adding more semesters</i> The order courses are taken is not significant, provided prerequisite(s) are met.</p>		

C1	C2	D	Semester 1	CR	Advising Notes
		●	EDUC 1100 - Effective Learning: Strategies for College Success	1	
●	●	●	POFI 2301 - Word Processing: MS Word I	3	Prerequisite: Ability to key 30 wpm. Many required program core courses offer Flex Entry. Speak with your advisor to learn more about the Flex Entry option.
●	●	●	POFT 1231 - Numeric Keypad Applications -- Data Entry	2	
●	●	●	POFI 1104 - Computer Fundamentals: MS Windows/Outlook	1	
●	●	●	POFT 1301 - Business English	3	See course description for prerequisite. Petition course, requires Department Chair permission to register.
●	●	●	POFT 1309 - Administrative Office Procedures I	3	Prerequisite: POFI 2301 or equivalent. Petition course, requires Department Chair permission to register.
		●	MATH 1332 - College Mathematics	3	
12	12	16		16	Program Semester Hours / Meet with your advisor
			Semester 2		
●	●	●	POFI 1349 - Spreadsheets -- Excel	3	Prerequisite: Ability to key 30 wpm.

●	●	●	POFT 1321 - Business Math	3	See course description for prerequisite. Petition course, requires Department Chair permission to register.
●		●	POFT 2331 - Administrative Systems: Office Management	3	FALL ONLY.
●		●	POFI 2340 - Advanced Word Processing: MS Word II	3	Prerequisite: POFI 2301 or equivalent. Ability to key 35 wpm.
12	6	12		12	Program Semester Hours / Meet with faculty advisor
Semester 3					
●	●	●	ITSW 1310 - Introduction to Presentation Graphics Software - PowerPoint	3	Prerequisite: Ability to key 30 wpm.
●	●	●	POFI 2350 - Databases: Access	3	Prerequisite: Ability to key 30 wpm. ACHIEVEMENT: Office Assistant Level 1 Certificate
●		●	POFI 1341 - Computer Applications II: Web Design Basics	3	Prerequisites: POFI 2301 or equivalent. Ability to key 30 wpm on a 5 minute timed writing. Course offered in FALL ONLY. Petition course, requires Department Chair permission to register.
		●	Social and Behavioral Sciences	3	Select from the appropriate section of the Core Curriculum Course list.
		●	Language, Philosophy, and Culture OR Creative Arts	3	Select from the appropriate section of the Core Curriculum Course list.
		●	Oral Communication	3	Select a speech course from the Component Area Option section of the Core Curriculum Course List.
9	6	18		18	Program Semester Hours / Meet with your advisor
Semester 4					
		●	POFT 2312 - Business Correspondence and Communication	3	Prerequisite: POFT 1301. Course offered in SPRING ONLY. Petition course, requires Department Chair permission to register.
●		●	POFI 1372 - Integrated Computer Applications	3	See course description for prerequisite. Course offered in SPRING ONLY. Petition course, requires Department Chair permission to register.
●		●	POFT 2203 - Speed and Accuracy Building	2	Key 40 wpm. ACHIEVEMENT: Administrative Assistant Level 1 Certificate
		●	ENGL 2311 - Technical and Business Writing	3	
		●	POFT 2386 - Internship -- Administrative Assistant/Secretarial Science, General	3	See course description for prerequisite. ACHIEVEMENT: Associate of Applied Science Administrative Assistant
5		14		14	Program Semester Hours
38	24	60	Total Program Hours: 60		

Please always check online at austincc.edu/catalog or meet with your academic or program advisor to ensure that you are viewing the latest and most accurate information.

Career & Transfer Resources

ACC's Career & Transfer websites provide detailed, guided information on career exploration and transfer.

www.austincc.edu/career
www.austincc.edu/transfer

For further information regarding this specific program, please see the Career & Transfer Resources supplement provided in the next section of this Program Map.

Program Map

Office Administration

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Career & Transfer Resources Updated 8/18/17

Career Information

Common Job Titles

Secretaries and Administrative Assistants, Administrative Assistant, Administrative Associate, Administrative Secretary, Administrative Specialist, Administrative Technician, Clerk Typist, Department Secretary, Office Assistant, Secretary, Staff Assistant

Regional Labor Market Information

Administrative Assistants: New workers generally start around \$20,446. Normal pay for Secretaries and Administrative Assistants, Except Legal, Medical, and Executive is \$33,202 per year, while highly experienced workers can earn as much as \$47,894. Over the last year, 620 companies have posted 4,163 jobs for Secretaries and Administrative Assistants in this region. There are currently 23,415 Secretaries and Administrative Assistants that are employed in Austin-Round Rock, TX.

Source:

<https://austincc.emsicc.com/careers/secretary-and-administrative-assistant-except-legal-medical-and-executive>

Executive Secretaries and Executive Administrative Assistants: New workers generally start around \$41,857. Normal pay for Executive Secretaries and Executive Administrative Assistants is \$57,296 per year, while highly experienced workers can earn as much as \$78,846. Over the last year, 459 companies have posted 2,699 jobs for Executive Secretaries and Executive Administrative Assistants in this region. There are currently 8,668 Executive Secretaries and Executive Administrative Assistants that are employed in Austin-Round Rock, TX.

Source: <https://austincc.emsicc.com/careers/executive-secretary-or-administrative-assistant>

Career and labor market research tools (see Quick Reference Guide at <http://www.austincc.edu/career>):

EMSI: <https://austincc.emsicc.com/>, Bureau of Labor Statistics: <http://www.bls.gov/ooh/>, O*NET: <https://www.onetonline.org/>

Career Resources: ACC's career services website provides information on career exploration and employment at <http://www.austincc.edu/career>. Students are encouraged to consult with their area of study advisor for additional career assistance. The above information is provided as a guide and reference tool for occupations related to this program. This is not a guarantee of job placement in any of these occupations after successful completion of an ACC program. The common job titles listed are representative titles and are provided for career research. These are not the only occupations possible in this area of study.

Transfer Information

The Administrative Assistant AAS prepares students to directly enter the workforce; however, a Bachelor of Applied Arts and Sciences (BAAS) is an excellent alternative to the BBA degree. These degrees apply non-transferable courses and work experience towards the degree. You still must meet general education requirements and take upper level courses.

Transfer Guides: *The universities listed here do not constitute an ACC endorsement. Transfer course evaluations and determination of which courses will count toward a bachelor's degree are made by the receiving transfer institution.*

Texas State University: <http://www.owls.txstate.edu/undergraduate-degrees/applied-arts-sciences.html>

Concordia University Texas: <http://www.concordia.edu/academics/college-of-business-and-communication/baas-in-business.html>

Tarleton State University: <http://www.tarleton.edu/degrees/bachelors/baas-business/>

Texas A&M University - Central Texas: <https://www.tamuct.edu/degrees/undergraduate/business-management.html>

Texas Tech University: https://www.depts.ttu.edu/universitystudies/prospective_students/baas.php

Additional Transfer Resources: ACC's transfer website provides information on additional colleges & universities: <http://www.austincc.edu/transferguides>. Students are encouraged to consult with a faculty advisor, area of study advisor, and/or their chosen transfer institution to ensure courses taken at ACC will apply toward their bachelor's degree program.