



**Program Map**  
**Office Administration: Software Application**

Certificate: Software Applications Specialist Level 1 (C1)



**BUSINESS**

**Program Description:** The Office Administration curriculum provides students with increased knowledge of specialized areas of office procedures and techniques. The specialized curricula prepare students with marketable skills to meet their individual requirements, current demands, and future needs of the business world.

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**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>C2 = Level 2 Certificate</i>  <i>C4 = Level 4 Certificate</i></p> <p align="center"><b>SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS</b>  <i>Plans can be modified to fit the needs of part-time students by adding more semesters</i>  <b>The order courses are taken is not significant, provided prerequisite(s) are met.</b></p>		

C1	Semester 1	CR	Advising Notes
●	POFI 2340 - Advanced Word Processing: MS Word II	3	Prerequisite: POFI 2301 or equivalent. Ability to key 35 wpm. Many required program core courses offer Flex Entry. Speak with your advisor to learn more about the Flex Entry option.
●	POFT 1301 - Business English	3	See course description for perquisite. 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.
●	ITSW 1310 - Introduction to Presentation Graphics Software - PowerPoint	3	
		12	Program Semester Hours / Meet with your advisor
Semester 2			
●	POFI 1104 - Computer Fundamentals: MS Windows/Outlook	1	
●	POFI 2350 - Databases: Access	3	
●	POFI 1349 - Spreadsheets -- Excel	3	
●	POFT 2203 - Speed and Accuracy Building	2	The ability to key 40 wpm.
●	POFI 1341 - Computer Applications II: Web Design Basics	3	Offered in FALL ONLY. Petition course, requires Department Chair permission to register. <b>ACHIEVEMENT:</b> Software Applications Specialist Level 1 Certificate
		12	Program Semester Hours
<b>Total Program Hours:</b>		<b>24</b>	

Please always check online at [austincc.edu/catalog](http://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](http://www.austincc.edu/career)

[www.austincc.edu/transfer](http://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

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Career & Transfer Resources Updated 8/18/17

### Career Information

#### Common Job Titles

Office Clerks, Administrative Specialist, Administrative Technician, Administrative Assistant, Clerk, Customer Service Representative, Office Assistant, Office Clerk, Office Coordinator, Office Manager, Receptionist, Secretary

#### Regional Labor Market Information

Office Clerks, General: New workers generally start around \$19,124. Normal pay for Office Clerks, General is \$31,429 per year, while highly experienced workers can earn as much as \$54,987. Over the last year, 290 companies have posted 1,584 jobs for Office Clerks, General in this region. There are currently 33,602 Office Clerks, General that are employed in Austin-Round Rock, TX.

Source: <https://austincc.emsicc.com/careers/office-clerk-general>

Administrative Assistants: New workers generally start around \$20,446. Normal pay for Administrative Assistants 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 Administrative Assistants in this region. There are currently 23,415 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>

**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

**Transfer Information:** The Level 1 Software Applications Specialist Certificate is aimed at providing marketable skills in the Office Administration field. The courses in this program are non-transferrable to most 4-year institutions.

**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.