



**South Central College
Program Design**

AAS 2252/3289 Administrative Office Specialist - Technical

Program Information

Instructional Level Associate Degree

Career Cluster Business Management and Administration

Description

This program is designed to prepare learners as Administrative Office Specialists with a focus on technical support. Learners will develop skills in computer software, electronic mail, network management, media management, applications support, systems administration tasks, computer maintenance, Internet, and emerging software technologies.

Program Admission Dates (Fall and/or Spring)

Fall or Spring

Program Location (North Mankato and/or Faribault)

Both

Program Student Learning Outcomes

- 1 Input data with speed and accuracy at industry standard
- 2 Apply knowledge of application software
- 3 Demonstrate business communications
- 4 Demonstrate professional behaviors and etiquette

Program Configurations

Fall 2018

Credits

Technical Course	45
Liberal Arts & Sciences	15
Total Credits	60

Semester 1

Course #	Course Title	Credits	Function
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OTEC 1820	Business English	3	Technical Course
OTEC 1840	Microsoft PowerPoint	3	Technical Course
OTEC 1860	Microsoft Word	4	Technical Course
OTEC 2810	Computer Technology	3	Technical Course
OTEC 2800	Office Keyboarding	3	Technical Course

Semester 2

Course #	Course Title	Credits	Function
COMP 1140	Web For Business	3	Technical Course
COMP 1200	Hardware and Software Essentials	4	Technical Course
OTEC 1822	Microsoft Excel	4	Technical Course
OTEC 2820	Business Communications	3	Technical Course

Semester 3

Course #	Course Title	Credits	Function
COMP 1360	Introduction to Data Communications and Networking	4	Technical Course
OTEC 2870	Information Resource Management	3	Technical Course
COMM130 or COMM140	Intercultural Communication or Interpersonal Communication	3	Liberal Arts & Sciences
LIB ARTS	Elective	3	Liberal Arts & Sciences
LIB ARTS	Elective	3	Liberal Arts & Sciences

Semester 4

Course #	Course Title	Credits	Function
OTEC 2850	Integrated Information Systems	3	Technical Course
PHIL 100	Ethics in Society	3	Liberal Arts & Sciences
OTEC 2905	Internship	2	Technical Course
OTEC 2815	Employment Portfolio	3	Technical Course
LIB ARTS	Elective	3	Liberal Arts & Sciences

Program Course List

Number	Title	Credits	Pre/Corequisites
COMP 1140	Web For Business	3	None
COMP 1200	Hardware and Software Essentials	4	(Skill) - Basic Windows navigation; Click, Double-click, etc.

			(Skill) - Internet usage such as email, internet searching, etc. (Skill) - Window Explorer, such as file organization, searches, etc.
COMP 1360	Introduction to Data Communications and Networking	4	None.
OTEC 1820	Business English	3	None
OTEC 1822	Microsoft Excel	4	None
OTEC 1840	Microsoft PowerPoint	3	None
OTEC 1860	Microsoft Word	4	None
OTEC 2800	Office Keyboarding	3	A minimum keyboarding speed of 40 words per minute on a 3-minute timing with 3 errors or less or advisor approval.
OTEC 2810	Computer Technology	3	None
OTEC 2815	Employment Portfolio	3	OTEC1860 OTEC2820
OTEC 2820	Business Communications	3	OTEC 1820
OTEC 2850	Integrated Information Systems	3	OTEC1822 - Microsoft Excel, OTEC1840 - Microsoft PowerPoint, OTEC1860 - Microsoft Word, OTEC2870 - Information Resource Management
OTEC 2870	Information Resource Management	3	None
OTEC 2905	Internship	2	OTEC 1822 OTEC 1860 OTEC 2820
PHIL 100	Ethics in Society	3	Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0090.