



South Central College
Program Design

AAS 2253/3290 Administrative Office Specialist - Financial

Program Information

Instructional Level Associate Degree

Career Cluster Business Management and Administration

Description

This program is designed to prepare learners for employment as administrative office specialists in financial offices. Administrative office specialists in financial offices perform a variety of tasks, which may include learning and using various computer applications, preparing and editing business documents, filing, managing records, using electronic calendars, handling telephone calls, scheduling meetings, making travel arrangements, greeting visitors, and processing mail. Other responsibilities may include: routine calculating, posting, and verifying primary financial data in maintaining accounting records, preparing daily bank deposits, writing checks, and maintaining a cash disbursement system.

Program Admission Dates (Fall and/or Spring)

Fall or Spring Start

Program Location (North Mankato and/or Faribault)

Online

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
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
ACCT 1810	Financial Accounting	4	Technical Course
COMM130 or COMM140	Intercultural Communication or Interpersonal Communication	3	Liberal Arts & Sciences
OTEC 1822	Microsoft Excel	4	Technical Course
OTEC 2820	Business Communications	3	Technical Course

Semester 3

Course #	Course Title	Credits	Function
ACCT 1811	Managerial Accounting	4	Technical Course
ACCT 1814	Payroll Accounting	3	Technical Course
OTEC 2870	Information Resource Management	3	Technical Course
ECON110 or ECON120	Principles of Macroeconomics or Principles of Microeconomics	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
LIB ARTS	Elective	3	Liberal Arts & Sciences
OTEC 2815	Employment Portfolio	3	Technical Course

Program Course List

Number	Title	Credits	Pre/Corequisites
ACCT 1810	Financial Accounting	4	None

ACCT 1811	Managerial Accounting	4	ACCT1810 Financial Accounting
ACCT 1814	Payroll Accounting	3	
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.