



South Central College
Program Design

AAS 2255/3292 Administrative Office Specialist

Program Information

Instructional Level Associate Degree

Career Cluster Business Management and Administration

Description

This degree is designed to prepare learners for employment as administrative assistants. Administrative assistants perform a variety of tasks, which may include the following: learn and use various computer applications, prepare and edit business documents, file, manage records, use electronic calendars, handle telephone calls, schedule meetings, make travel arrangements, greet visitors, and process mail. Other responsibilities may include the following: perform research, supervise or train others, record minutes at meetings, purchase equipment and supplies, and present data. After completion of this program, students will be proficient with verbal and written communications, as well as decision-making and problem-solving skills.

Program Admission Dates (Fall and/or Spring)

Fall and 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	44
Liberal Arts & Sciences	16
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
MKT 1820	Introduction to Business	3	Technical Course
COMM130 or COMM140	Intercultural Communication or Interpersonal Communication	3	Liberal Arts & Sciences
LIB ARTS	Elective	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 1810	Financial Accounting	4	Technical Course
MKT 1830	Customer Service	3	Technical Course
OTEC 2870	Information Resource Management	3	Technical Course
LIB ARTS	Elective	3	Liberal Arts & Sciences

Semester 4

Course #	Course Title	Credits	Function
OTEC 2850	Integrated Information Systems	3	Technical Course
OTEC 2905	Internship	2	Technical Course
OTEC 2815	Employment Portfolio	3	Technical Course
LIB ARTS	Elective	4	Liberal Arts & Sciences
PHIL100	Ethics in Society	3	Liberal Arts & Sciences

Program Course List

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

Arts and Sciences	Elective	4	
LIB ARTS	Elective	3	
LIB ARTS	Elective	3	
MKT 1820	Introduction to Business	3	None
MKT 1830	Customer Service	3	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 2905	Internship	2	OTEC 1822 OTEC 1860 OTEC 2820
PHIL 100	Ethics in Society	3	



**South Central College
Program Design**

Administrative Office Specialist – Medical Emphasis

Program Information

Instructional Level Associate Degree

Career Cluster Business Management and Administration

Description

The Administrative Office Specialist-Medical program is designed for learners interested in working in a medical facility and who enjoy office work. Learners will become proficient in keyboarding, word processing, grammar and sentence structure, medical terminology, computer technology, and medical records. The increased technology in this field demands skilled office personnel as physicians and other health care professionals rely upon the expertise of the Administrative Office Specialist. Examples of duties include scheduling appointments, reviewing medical prior authorizations, and verifying medical insurance. The opportunity to work in many health care settings is appealing for those wishing to engage with health care specialists and patients. Employment opportunities would include clinics, hospitals, long-term care facilities, chiropractic clinics, and other health care related facilities.

Program Admission Dates (Fall and/or Spring)

Fall and Spring

Program Location (North Mankato and/or Faribault)

Online at both the Faribault and North Mankato Campuses

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	44
Liberal Arts & Sciences	16

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
HC 1000	Medical Terminology I	3	Technical Course
HC 1525	Health Care Core Foundations	2	Technical Course
LIB ARTS	Elective	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
HC 1550	Electronic Health Records	2	Technical Course
MA 1020	Medical Office Procedures	3	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

Semester 4

Course #	Course Title	Credits	Function
OTEC 2850	Integrated Information Systems	3	Technical Course
OTEC 2905	Internship	2	Technical Course
LIB ARTS	Elective	4	Liberal Arts & Sciences
OTEC 2815	Employment Portfolio	3	Technical Course
PHIL100 or PHIL150	Ethics in Society or Medical Ethics	3	Liberal Arts & Sciences

Program Course List

Number	Title	Credits	Pre/Corequisites
COMM130 or COMM140	Intercultural Communication or Interpersonal Communication	3	
Arts and Sciences	Elective	4	
Arts and Sciences	Elective	3	
HC 1000	Medical Terminology I	3	None
HC 1525	Health Care Core Foundations	4	None
HC 1550	Electronic Health Records	2	None
LIB ARTS	Elective	3	
MA 1020	Medical Office Procedures	3	Acceptance into one of the following programs: Medical Assisting, Health Unit Coordinator, or Administrative Office Specialist - Medical
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 2905	Internship	2	OTEC 1822 OTEC 1860 OTEC 2820
PHIL100 or PHIL150	Ethics in Society or Medical Ethics	3	



**South Central College
Program Design**

Administrative Office Specialist – Technical Emphasis

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
COMM130 or COMM140	Intercultural Communication or Interpersonal Communication	3	

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.
LIB ARTS	Elective	3	
LIB ARTS	Elective	3	
LIB ARTS	Elective	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 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.



South Central College
Program Design

Administrative Office Specialist – Financial Emphasis

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	
Arts and Sciences	Elective	3	
COMM130 or COMM140	Intercultural Communication or Interpersonal Communication	3	
ECON110 or ECON120	Principles of Macroeconomics or Principles of Microeconomics	3	
LIB ARTS	Elective	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 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.



**South Central College
Program Design**

Administrative Office Specialist – Legal Emphasis

Program Information

Description

Legal administrative assistants perform the administrative tasks in a law office such as answering the telephone, managing the electronic and paper files, transcribing, preparing law office correspondence and legal documents, maintaining the calendar, and engaging in personal contact with attorneys, courthouse personnel, law office personnel, and others. In addition, the legal administrative assistant drafts documents, gathers information relevant to the client's case, has personal and phone contact with the client, and does minimal legal research. Overall, the legal administrative assistant manages the procedural tasks for clients in the law office with an attorney's supervision. All courses in this program are offered online.

Program Admission Dates (Fall and/or Spring)

Fall or Spring

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

Program Sequence

Credits

Technical Course	44
Arts & Sciences	16
Total Credits	60

Fall--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
PHIL 100	Ethics in Society	3	Arts & Sciences

Spring--Semester 2

Course #	Course Title	Credits	Function
OTEC 1822	Microsoft Excel	4	Technical Course
OTEC 2820	Business Communications	3	Technical Course
OTEC 2800	Office Keyboarding	3	Technical Course
ADS 1201 (not an SCC course)	Civil Litigation and Criminal Law (Spring Only)	3	Technical Course
ADS 1204 OR LIB ARTS	Legal Documentation (Spring Odd Years Only) OR Elective	3	Technical Course

Fall--Semester 3

Course #	Course Title	Credits	Function
COMM130 or COMM140	Intercultural Communication or Interpersonal Communication	3	Arts & Sciences
ADS 1202 OR LIB ARTS	Real Estate and Corporate Law OR Elective	3	Arts & Sciences
Arts and Sciences	Elective	4	Arts & Sciences
OTEC 2870	Information Resource Management	3	Technical Course

Spring--Semester 4

Course #	Course Title	Credits	Function
ADS 1203 OR LIB ARTS	Family Law & Estate Planning/Probate OR Elective	3	Technical Course
ADS 1204 OR LIB ARTS	Legal Documentation (Spring Odd Years Only) OR Elective	3	Arts & Sciences
OTEC 2815	Employment Portfolio	3	Technical Course
OTEC 2850	Integrated Information Systems	3	Technical Course
OTEC 2915	Internship	3	Technical Course

Program Course List

Number	Title	Credits	Pre/Corequisites
ADS 1201 (not an SCC course)	Civil Litigation and Criminal Law (Spring Only)	3	

ADS 1202 (not an SCC course)	Real Estate and Corporate Law (Fall Only)	3	
ADS 1203 (not an SCC course)	Family Law and Estate Planning/Probate (Spring Only)	3	
ADS 1204 (not an SCC course)	Legal Documentation (Spring Odd Years Only)	3	
Arts and Sciences	Elective	3	
Arts and Sciences	Elective	3	
Arts and Sciences	Elective	4	
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 2915	Internship	3	OTEC 1822 OTEC 1860 OTEC 2820
PHIL 100	Ethics in Society	3	