



Administrative Office Technology

Associate in Specialized Business Degree Program

Objective: This sixteen-month program prepares graduates for responsible positions in many exciting fields including the professions of industry, finance and government. Business skills for employment in administrative office positions such as word processing specialist, secretary, administrative or executive assistant, executive secretary, claims processor, transcriptionist or receptionist are taught. The program is designed to develop a high degree of competency in skill areas such as keyboarding, word processing, office technology, dictation and transcription, and communications. In addition, students will also possess the knowledge of various computer software packages.

Course #	Title	Theory	Lab	Externship	Credit
101	Accounting I	50	25		4
113	Introduction to Computers	25	50		3
116	Keyboarding I	25	50		3
GE102*	English	50	25		4
GE103*	Mathematics I	25	50		3
107	Microsoft Office I (Word Core)	25	50		3
114	Outlook/Publisher	25	50		3
117	Keyboarding II	25	50		3
119	Business Mathematics	25	50		3
GE105*	Communications	50	25		4
108	Advanced Word (Word Expert)	25	50		3
109	Microsoft Office II (Access)	25	50		3
110	Microsoft Office III (Powerpoint)	25	50		3
111	Excel I (Excel Core)	25	50		3
118	Word Processing/Dictation II	25	50		3
106	Computerized Accounting	25	50		3
112	Excel II (Excel Expert)	25	50		3
120	Integrated Office Simulation	50	25		4
122	Access II (Access Expert)	25	50		3
1000*	Professional Skills Workshop	50	25		4
1001	Externship			100	2
	Totals	625	875	100	67

4	Semesters
62.5	Weeks
67	Credits

* General education courses are denoted with an asterisk.

Douglas Education Center has established an Educational Advisory Board. The purpose of the Board is to ensure that the curriculum is consistent with current job market trends and opportunities. Upon recommendation of the Board, Douglas Education Center reserves the right to make program changes to achieve the goal of job placement. Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Council for Independent Colleges and Schools.