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Academic Year: 2020-2021

Administrative Professional Associate Degree

Program Code 101066

Administrative Professional students learn to be efficient and effective office employees through application of business procedures-- proofreading, telephone usage, records management, meeting and travel arrangements, communication, and project management. Students learn integrated, advanced software skills including word processing, spreadsheets, presentations, personal information management, and databases.

Average Starting Salary
\$34,837.00

FT Median Annual Wage

100% Graduate Employment

With 83% Employed in Field

Job Openings:
465*

Locations

Offered at all campuses and regional centers

This program is fully eligible for financial aid.

Follow Your Path

All credits from the following technical diploma(s) apply toward this associate degree:

. Office Professional, 311061

All credits from the following certificate(s) apply toward this associate degree:

. Business Professional Essentials, 611061

. Business Software Essentials, 611062



Requirements for Program Entry

- Completed application.
- High school transcript or equivalent. For a list of equivalents, go to www.nwtc.edu/gettingstarted.
- To be admitted to this program, learners must achieve a prior cumulative high school or college grade point average of 2.6 or higher OR a satisfactory academic skills assessment score. College grade point average must be based on 15 credits or more. To learn more about starting this program, please contact an academic advisor at (920) 498-5444 or (888) 385-6982.

CURRICULUM

Students following the study plan below will complete the Administrative Professional Associate Degree in the number of semesters shown.

FIRST SEMESTER

10-106-153 Professional Profile	3
10-106-114 Keyboarding-Speed Building	2
10-103-121 Micro: Word-Intro	1
10-890-101 College 101	1
10-106-131 Business English Essentials	3
10-106-102 Office Technologies	2
10-103-161 Outlook	1
10-801-136 English Composition 1	3
SEMESTER TOTAL	16

SECOND SEMESTER

10-106-142 Software Projects	3
10-106-172 Customer Contact Skills	1
10-103-122 Micro: Word-Part 2	1
10-804-134 Mathematical Reasoning	3
10-106-127 Admin Business Procedures	3
10-106-154 Records Management	3
10-103-131 Micro: Excel-Intro	1
10-103-151 Micro: PowerPoint-Intro	1
SEMESTER TOTAL	16

THIRD SEMESTER

10-106-162 Meeting/Event Management Fund	3
10-103-132 Micro: Excel-Part 2	1
10-105-101 Career Planning	1
10-105-103 Career Preparation	1
10-103-141 Micro: Access-Intro	1
10-809-198 Intro to Psychology	3
10-801-197 Technical Reporting	3
10-101-103 Accounting Principles-Applied	2
SEMESTER TOTAL	15

FOURTH SEMESTER

10-106-125 Skills for Admin Leadership	3
10-106-199 Admin Prof Career Experience	2
10-809-195 Economics	3
10-106-175 AP Business Simulation	3
10-809-172 Intro to Diversity Studies	3
SEMESTER TOTAL	14

TOTAL CREDITS

61

Curriculum Note

. The credit for 10-890-101, College 101 is an Institutional Requirement for graduation. Consequently, it is not part of the program requirements, but must be passed with a C. Students must earn a grade of "C" or better in 10-801-136, English Composition 1 to enroll in 10-801-197, Technical Reporting.

* Program-related job openings, full- and part-time, within our district, via EMSI. Many programs have additional job opportunities outside of district. Learn more at www.nwtc.edu/graduatesuccess

Course Descriptions

10-106-153 PROFESSIONAL PROFILE ...developing a professional image and attitude, including study of business ethics and etiquette; goal setting; anger, stress, and time management; understanding of diverse cultures; and development of platform skills.

10-106-114 KEYBOARDING-SPEED BUILDING ...typing skill and speed development on the alphabetic and numeric keyboards using analytic/diagnostic software. Basic document processing.

10-103-121 MICRO: WORD-INTRODUCTION ...word processing basics including creating, revising, formatting, printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating/formatting tables, graphics; and merging documents.

10-890-101 COLLEGE 101 ...Students will utilize digital tools and resources to assess, explore, practice, apply, and evaluate both employability and learning skills. By establishing NWTC cultural values as hallmarks of success in academic, career, and personal settings the course encourages reflective, personalized development of a growth mindset and emphasizes the importance of making wise choices. To maximize the return on investment, students should take this course in their first semester as it identifies key expectations (hidden rules) of higher learning and professional employment.

10-106-131 BUSINESS ENGLISH ESSENTIALS ...develop skills to communicate more professionally when writing and speaking. Focuses on the development of grammar, spelling, word usage, and punctuation in order to compose error-free business documents. (Corequisite: 10-801-136, English Composition 1)

10-106-102 OFFICE TECHNOLOGIES...an introduction to the information processing cycle including new technology, computer system unit, Internet research, input and output devices, software, networks, ergonomics, and data storage.

10-103-161 OUTLOOK ...create and organize E-mail, schedule meetings, create tasks, and manage contacts.

10-801-136 ENGLISH COMPOSITION 1 ...learners develop knowledge/skills in planning, organizing, writing, editing. Students will also analyze audience/purpose, use elements of research, format documents using standard guidelines, and develop critical reading skills. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills greater/equal to 75; OR ACT Rdg score greater/equal to 16 AND Eng greater/equal to 18; OR preparatory courses-contact academic advisor at 920-498-5444)

10-106-142 SOFTWARE PROJECTS ...applying Windows and Word features to manage and format business documents while exercising decision-making, increasing efficiency, and enhancing keyboarding skills. Windows, advanced Word, and minimum 45 wpm is highly recommended. (Prerequisite: 10-106-114, Keyboard-Speed Building; Corequisite: 10-103-122, Micro: Word-Part 2)

10-106-172 CUSTOMER CONTACT SKILLS...a hands-on approach to dealing with customers on the phone and in-person. Students will develop effective and efficient telephone etiquette, messaging, and voicemail skills.

10-103-122 MICRO: WORD-PART 2 ...advanced word processing features including working with headers/footers, inserting quick parts, themes, styles, sort and select; footnotes/endnotes, images, shapes, shared documents; specialized tables and indexes; forms; and sharing data. (Corequisite: 10-103-121, Micro: Word-Intro)

10-804-134 MATHEMATICAL REASONING ...This course provides an alternative pathway to earning credit for a college level liberal arts mathematics course. All college students, regardless of their college major, need to be able to make reasonable decisions about fiscal, environmental, and health issues that require quantitative reasoning skills. An activity based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential and other mathematical models. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. This course is not designed for Science, Technology, Engineering, or Math (STEM) students and/or others who require calculus. (Prerequisite: Accuplacer Arithmetic score greater/equal to 65 AND Reading score greater/equal to 50; OR ACT Math score greater/equal to 15 AND ACT Reading score greater/equal to 15; OR prep courses-contact an academic advisor 920-498-5444)

10-106-127 ADMINISTRATIVE BUSINESS PROCEDURES...today's business environment includes management of prioritization and organizational skills, workplace mail and copying, meeting coordination, and creating effective business communication using appropriate formats and variety of application tools. (Prerequisites: 10-106-131, Business English Essentials; 10-106-102, Office Technologies; 10-103-161, Outlook; Corequisite: 10-106-142, Software Projects; 10-106-172, Customer Contact Skills)

10-106-154 RECORDS MANAGEMENT ...major systems of filing classification: alphabetic, numeric, geographic and subject; retention and disposition of records; records equipment and technology.

10-103-131 MICRO: EXCEL-INTRODUCTION ...creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Windows experience improves success; consider 10-103-111, Windows/Computer Basics.

10-103-151 MICRO: POWERPOINT-INTRODUCTION ...presentation skills using: graphics, diagrams, design themes, sounds, animations, slide transitions, and integration with other software. Windows experience improves success; consider 10-103-111,

Windows/Computer Basics. (Corequisite: 10-103-121, Micro: Word-Intro)

10-106-162 MEETING AND EVENT MANAGEMENT FUNDAMENTALS...Plan successful meetings and events utilizing planning tools, expense management, contracts, vendors, and travel while communicating effectively with all stakeholders. (Prerequisite: 10-106-127, Administrative Business Procedures)

10-103-132 MICRO: EXCEL-PART 2 ...advanced formatting techniques and functions, working with templates, collaborating with multiple Excel users, creating macros, Excel's database features and analysis tools. (Corequisite: 10-103-131, Micro: Excel-Intro)

10-105-101 CAREER PLANNING ...experiential learning introduction. Learn how personal branding allows candidates to differentiate themselves from the competition through appearance, personality, and marketing competency. Career portfolio introduced. (Corequisite: 10-890-101, College 101)

10-105-103 CAREER PREPARATION ...create professional resume and cover letter, prepare for interviews, understand interviewing techniques, participate in a mock interview. (Prerequisites: 10-105-101, Career Planning; 10-801-136, English Composition 1)

10-103-141 MICRO: ACCESS-INTRODUCTION ...creating/modifying database tables, compacting a database, managing records, defining table relationships, creating queries, calculations, and aggregate functions, sorting, and using form/report wizards. Windows experience improves success; consider 10-103-111, Windows/Computer Basics.

10-809-198 INTRODUCTION TO PSYCHOLOGY ...survey of theoretical foundations of human behavior such as sensation and perception, motivation, emotions, learning, personality, psychological disorders, therapy, stress, and human diversity in personal, social and vocational settings. (Prerequisite: Cumulative GPA of 2.6 or greater OR satisfactory reading and writing assessment scores OR 10-831-107, College Reading and Writing 1 with "B" or better OR Corequisite: 10-831-102, English Comp Prep)

10-801-197 TECHNICAL REPORTING ...principles of report writing and correspondence, proposals, feasibility reports, progress reports, investigation reports, evaluation reports, meeting reports, memos, and correspondence. (Prerequisite: 10-801-136, English Composition I OR 10-801-195, Written Communication with "C" or better)

10-101-103 ACCOUNTING PRINCIPLES-APPLIED ...the accounting fundamentals, recording of business transactions, preparation of financial statements, accrual accounting, accounting for service enterprises and merchandising businesses, payroll, and use of Quickbooks software.

10-106-125 SKILLS FOR ADMINISTRATIVE LEADERSHIP ...understanding of leadership, collaboration, quality management, utilization of data in decision-making, and introduction to software applications utilized in project management. (Prerequisites:10-106-127, Administrative Business Procedures; 10-106-153, Professional Profile)

10-106-199 ADMINISTRATIVE PROFESSIONAL CAREER EXPERIENCE...Students can select any hands on experience related to: Internship, Field Research, Service Learning, Simulations, Capstone, Industry Related, or International. Instructor approval required. (Prerequisite: 10-105-103, Career Preparation; 10-106-127, Administrative Business Procedures)

10-809-195 ECONOMICS ...scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment, and global economic issues. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills greater/equal to 60; OR ACT Rdg score greater/equal to 16 AND English greater/equal to 15; OR 10-831-107, College Reading and Writing with a B or better)

10-106-175 AP BUSINESS SIMULATION...apply skills obtained throughout Administrative Professional program courses in a simulated business environment. (Prerequisites: 10-106-142, Software Projects; 10-106-127, Administrative Business Procedures; 10-103-132, Excel Pt. 2; 10-103-151, PowerPoint Intro; 10-103-141, Access Intro)

10-809-172 INTRO TO DIVERSITY STUDIES...basic American values of justice and equality by teaching vocabulary, history of immigration/conquest, transcultural communication, legal liability, multicultural majority/minority relations, ageism, sexism, gender, sexual orientation, the disabled/ADA. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills greater/equal to 60; OR ACT Rdg score greater/equal to 16 AND English greater/equal to 15; OR 10-831-107, College Reading and Writing with a B or better)