



2018 – 2019 • Business Division

The associate of applied science degree with specialization as an administrative professional is designed to provide comprehensive preparation for office employment. The curriculum emphasizes communication skills as well as office applications software usage. Graduates of this program will be prepared for entry-level employment in corporate offices, law firms, medical offices, hospitality industry, educational administrative offices, and administrative departments of state or local governments.

Career Opportunities

The administrative assistant job market is changing rapidly in today's organizations. Employment of secretaries and administrative assistants is projected to grow 12 percent from 2012 to 2022. Those with a combination of work experience and computer skills will have the best employment prospects.

Transfer Information

For information regarding transfer opportunities for this or any program, please go to <http://www.monroeccc.edu/academicadv-transfer/transindex.htm>.

Basic keyboarding abilities and proper "touch typing" skills are required to be successful in this program.



Note: The following codes identify courses that satisfy MCCC's General Education Requirements:

- (C1) GE Natural Sciences Competency
- (C2) GE Mathematics Competency
- (C3) GE Writing Competency
- (C4) GE Computer Literacy Competency
- (C5) GE Human Experience Competency
- (C6) GE Social Systems Competency



Required General Education Courses	Credits 19-20
C1 Natural Science Competency	4
C2 Mathematics Competency	3 or 4
C3 ENGL 151 (English Composition I)	3
C4 Computer Literacy Competency	3
C5 Expressions of the Human Experience Competency	3
C6 Social Systems Competency	3

See the General Education Requirements in the college catalog for a list of courses that satisfy the General Education Learning Competencies.

Required Core Courses	Credits
1st Semester	
ADMN 106 (Numeric Keypad)	1
ADMN 101 (Introduction to Today's Office)	1
SPCH 151 (Communication Fundamentals)	3
CIS 109 (Spreadsheet Software)	3
WPR 102 (Word Processing I)	3
2nd Semester	
ADMN 135 (Intermediate Keyboarding)	3
CIS 170 (Web Design for Non-Designers)	3
WPR 103 (Advanced Word Processing)	3
3rd Semester	
BMGT 201 (Principles of Management)	3
CIS 112 (Database Software)	3
CIS 123 (Presentation Software)	3
CIS 188 (InDesign Desktop Publishing)	3
4th Semester	
ACCTG 151 (Accounting Principles)	4
ADMN 201 (Integrated Office Software)	4

Suggested General Electives

(to earn a minimum of 60 credits)

ACCTG 201 (Microcomputer Accounting I)	3
BMGT 160 (Managing in the Digital Enterprise)	3
BMGT 202 (Business Communication in a Digital Enterprise)	3
BUSAD 151 (Introduction to Business)	4
CIS 182 (Illustrator Graphics)	3
CIS 184 (Photoshop Graphics)	3
ECON 251 (Principles of Macroeconomics)	3
ADMN 131B (Keyboarding Skills Enhancement)	1

Total Degree Requirements	60 credits
Total Degree Cost	60 minimum billable contact hours



Monroe County Community College is an equal opportunity institution and adheres to a policy that no qualified person shall be discriminated against because of race, color, religion, national origin or ancestry, age, gender, marital status, disability, genetic information, sexual orientation, gender identity/expression, height, weight or veteran's status in any program or activity for which it is responsible. If you have a disability and need special accommodations, please contact the Learning Assistance Laboratory at least 10 business days prior to the first class session to schedule an appointment to begin the accommodation process. The LAL phone number is 734.384.4167.

Monroe County Community College is accredited by the Higher Learning Commission.
www.hlcommission.org / (800) 621-7440

Information contained within this document is subject to change. Every effort has been made to insure the information in this program sheet is accurate at the time of publication. This program sheet may not be considered as an agreement or contract.

Main Campus

1555 South Raisinville Road
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734-242-7300 / 1-877-YES-MCCC

Whitman Center

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Temperance, Michigan 48182
734-847-0559



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