

## Division of Business Technologies

# Administrative Professional Technology Business Office

## An Associate of Applied Science Degree Program



### PROGRAM DESCRIPTION

The Business Office concentration is a course of study designed to teach the skill set required of the administrative professional in today's business office environment. Courses are designed to ensure expertise in current office procedures, software applications, editing and proofreading, critical thinking, office management, and interpersonal skills. Career opportunities include receptionist, office manager, administrative assistant, or executive assistant.

After completing program requirements, students will be academically prepared to take the following:

- Microsoft Office Specialist (MOS) core level Word, Excel, PowerPoint, and Access certification exams

However, successful completion of the program does not guarantee a passing score on the certification exams.

*The Administrative Professional Technology program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).*

11520 West 119th Street  
Overland Park, KS 66213  
Telephone: 913.339.9356

### APPLICATION PROCEDURE

A student desiring to enroll in the Associate of Applied Science degree program in Administrative Professional Technology – Concentration: Business Office must:

### TYPICAL PROGRAM OF STUDY

Course No.	Course Title	Credit
<b>FALL</b>		
EDUC 1030	College and Lifelong Learning	3
ENGL 1010	English Composition I	3
ADMN 1305	Business English	3
ADMN 1311	Word Processing I	3
INFS 1010	Computer Applications	3
<b>SPRING</b>		
ADMN 1302	Keyboarding/Formatting I	3
ADMN 1308	Office Procedures	3
ADMN 1309	Records Management	3
ADMN 1310	Business Communications	3
ADMN 2326	Word Processing II	3
<b>FALL</b>		
ADMN 1313	Spreadsheet Applications	3
ADMN 2308	Administrative Office Management	3
ADMN 2310	Advanced Word Processing	3
Elective	Humanities Elective (an approved elective from the general education core)	3
Elective	Math Elective (an approved elective from the general education core)	3
<b>SPRING</b>		
ADMN 2330	Database Applications	3
ADMN 2375	Career Development and Planning	3
ADMN 2390	Capstone Experience for APT	3
ECON 2100	Principles of Macroeconomics	3
or		
ECON 2200	Principles of Microeconomics	3
Elective	Communication Elective (an approved elective from the general education core)	3
Total Credit Hours		60

Additional courses may be required to overcome deficiencies in English, mathematics, and reading.

1. Submit the Northeast State Application for Admission to the Office of Admissions and Records.
2. Indicate Administrative Professional Technology – Concentration: Business Office as the desired major on the Northeast State application form.

3. See a faculty advisor from the Administrative Professional Technology program prior to registering for classes.

#### TYPICAL JOB OPPORTUNITIES:

**Administrative Assistant:** Serves in a support role as an assistant to an executive manager or senior level administrator. Job responsibilities may include drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers/visitors.

**Office Manager:** Manages and coordinates office functions.

**Secretary:** Performs routine office functions, such as processing documents, responding to telephone calls/visitors, and processing records.

#### FOR FURTHER INFORMATION CONTACT:

Tracy Eades  
Department Head/Associate Professor  
Administrative Professional Technology  
Telephone: 423.354.2575  
tmeades@NortheastState.edu

or

Danny Lawson  
Dean, Business Technologies  
Telephone: 423.323.0234  
dllawson@NortheastState.edu

#### PROGRAM COMPETENCIES

1. Assume responsibility with minimal supervision, exercise initiative and judgment, employ effective time management techniques, and make decisions as team members within the scope of assigned authority relevant to their roles as entry-level secretaries, office managers, or administrative assistants.
2. Use application specific software, vocabulary, and appropriate technology to perform assigned tasks and to produce accurate, grammatically correct, and properly formatted input and output.

3. Develop and implement appropriate records management systems, utilizing the principles of alphabetic, numeric, subject, geographic, or electronic filing systems.
4. Manage projects, resources, and personnel prioritizing multiple tasks and incorporating strategic-thinking, critical-thinking, and problem-solving skills and communicate effectively, both orally and in writing.
5. Demonstrate critical thinking skills for inquiry and analysis and assimilation of facts and knowledge.
6. Demonstrate the ability to recognize and adapt to change in the workplace environment, including exhibiting a sensitivity to generational differences and cultural diversity.

#### Five-Year Average Placement Rates

100%

#### Average Starting Salary Range\*

\$25,000 - \$34,820

#### \*Source:

Bureau of Labor Statistics, Occupational Employment Statistics Survey; Tennessee Department of Labor and Workforce Development, Labor Market Information

Northeast State Community College is part of the Tennessee Board of Regents system, the nation's sixth largest higher education system, governing 46 post-secondary educational institutions. The TBR system includes six universities, 13 two-year colleges and 27 technology centers, providing programs in 90 of Tennessee's 95 counties to more than 200,000 students.

Northeast State Community College does not discriminate against students, employees or applicants for admission or employment on the basis of race, color, religion, creed, ethnic national origin, sex, sexual orientation, gender identity/ expression, disability, age, status as a covered veteran, genetic information or any other legally protected class with respect to all employment, programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Tim Harrison, Equity & Compliance Officer/Chief Advancement Officer, P.O. Box 246, Blountville, TN 37617-0246, 423.354.5296, [complianceofficer@NortheastState.edu](mailto:complianceofficer@NortheastState.edu). Northeast State Community College's policy on nondiscrimination can be found at <http://cwis.northeaststate.edu/oie/policymanual/pol.asp?p=254>.

Northeast State is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Northeast State.