

# ADMINISTRATIVE MANAGEMENT (A.S.) +

The Administrative Management program prepares you for entry-level professional positions in a variety of settings. The program provides you with the skills necessary to manage administrative processes. You also enjoy the flexibility to explore opportunities in various career fields.

All associate degrees include completion of general education requirements which, together with program requirements, constitute a minimum of 60 credits. In some cases program requirements also fulfill general education requirements. You may not use a single course to meet two general education requirements.

## General Education Requirements

### Core Competencies

Complete at least one course in each of the following:

- First semester seminar \_\_\_\_\_
- Technological Literacy  
CIS 1041 - Computer Applications
- Communication  
COM 1010 - Effective Workplace Communication  
*Meets graduation standard in oral communication*
- English Composition  
ENG 1061 - English Composition
- Mathematics \_\_\_\_\_
- Research & Writing Intensive \_\_\_\_\_

### Areas of Inquiry

Complete at least one course in each of the following:

- Scientific Method \_\_\_\_\_
- Human Expression \_\_\_\_\_
- Human Behavior \_\_\_\_\_

### Integrative Approaches

- Global Perspectives & Sustainability \_\_\_\_\_
- HUM 2010 - Seminar in Educational Inquiry  
*Meets graduation standard in writing and information literacy*
- Quantitative Reasoning Assessment  
*Meets graduation standard in quantitative reasoning*

## Program Requirements

Courses are listed in the order in which we recommend you take them.

- CIS 1041 - Computer Applications\*
- CIS 1322 - Word Processing
- CIS 1410 - Intermediate Spreadsheets
- ACC 1001 - Office Accounting I  
or  
ACC 2121 - Financial Accounting
- COM 1010 - Effective Workplace Communication \*
- BUS 1320 - Principles of Supervision  
or  
BUS 2020 - Principles of Management
- BUS 2410 - Human Resource Management
- BUS 2425 - Administrative Management
- Choose any 3-credit course: ACC, AHS, BUS, CIS, HTM, EMP, CRJ, SWK, or EDU.

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Electives: 2 - 3 credits

Note(s)

\* You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two general education requirements.

**Minimum Total Credits in Degree: 60**

## Program Outcomes

### Graduates of the Administrative Management program will be able to:

- use information technology to create, edit, and format business documents including, but not limited to, reports, correspondence, and presentations;
- describe and discuss human resource management functions;
- demonstrate the ability to use financial functions to complete administrative management tasks including, but not limited to, budgets, journals, financial statements, and payroll documents;
- demonstrate academic skills required of all CCV graduates, including competency in writing, information literacy, oral communication, and quantitative reasoning; and
- explore pathways for educational and career development in the student's field of study.

### The Administrative Management program is great for you if:

- you are currently working in or have interest in managing an office, supervising staff, or being an administrative or executive assistant;
- you have problem solving skills, can communicate effectively, are comfortable with technology, and enjoy administrative tasks;
- you want to gain skills you can apply immediately in the workplace; and
- you may be interested in pursuing a bachelor's degree in Human Resource Management.

### Key information and advice for students in the Administrative Management program:

- CCV's Administrative Management program prepares students for office management positions in a variety of settings.
- Electives in the program allow students to explore administrative careers in fields such as business, technology, allied health, hospitality and tourism, human services, and education.
- This is a great program for transfer to a 4-year school for full time students in Human Resource Management.
- This program helps prepare students for the Certified Administrative Professional exam.

### The Administrative Management program prepares you for careers such as:

- Office Manager
- Executive and Administrative Assistant
- Administrative Services Manager
- Human Resource Assistant
- Staff Supervisor

### Job outlook in Administrative Management in the state of Vermont:

<i>Title</i>	<i>Median Salary</i>	<i>Projected Growth (10 Yrs)</i>
Secretary	\$29,000	1%
Customer Service Representative	\$28,400	15%
Medical Secretary	\$31,300	14%
Executive and Administrative Assistant	\$41,000	10%

Source: Vermont Department of Labor, <http://www.vtmi.info/oic.cfm>