Associate in Applied Science (AAS)
Program Code: 10-106-6
Total Credits: 68-69

Graduates of Mid-State’s Administrative Professional program are known for being adaptable and well prepared for today’s workforce. Students learn to prepare correspondence and work with customers, prepare research reports, handle private or confidential records, and more. The program emphasizes fundamental knowledge of software applications, customer service skills, and the expert operation of a variety of office technology and equipment. You’ll experience hands-on learning through the organization of high-profile events.

Salary information: mstc.edu/programsalaries
Estimated tuition and fees: mstc.edu/programcosts

ACADEMIC ADVISORS
To schedule an appointment with your academic advisor, call 715.422.5300.

Tanya Kollross, MS
Marshfield Campus • tanya.kollross@mstc.edu

Juan Veloz, MBA
Stevens Point Campus • juan.veloz@mstc.edu

Diane Andres, MS
Wisconsin Rapids Campus • diane.andres@mstc.edu

CHECKLIST:
This section will be completed when meeting with your academic advisor.

- FAFSA (www.fafsa.gov)
- Financial Aid Form(s)
  Form(s): _________________________
- Follow-Up Appointment:
  Where: __________________________
  When: ___________________________
  With: ___________________________
- Official Transcripts
  Mid-State Technical College
  Attention CPL Coordinator
  500 32nd Street North
  Wisconsin Rapids, WI 54494
- Other: __________________________
  ___________________________________
BACHELOR’S DEGREE OPTIONS
Lakeland University
BA Specialized Administration

For more information and additional opportunities, visit mstc.edu/transfer.

OTHER OPTIONS

RELATED PROGRAMS
• Business Management
• Entrepreneurship
• Human Resources
• Medical Office Specialist
• Project Management

BEGIN AT ANY POINT IN THE PATHWAY

College Credit • Dual Credit • Military Experience • Work Experience
Learn about Credit for Prior Learning at mstc.edu/cpl.
PROGRAM OUTCOMES
Employers will expect you, as an Administrative Professional graduate, to be able to:
• Demonstrate effective workplace communications.
• Apply technology skills to business and administrative tasks.
• Perform routine administrative procedures.
• Manage administrative projects.
• Maintain internal and external relationships.
• Model professionalism in the workplace.

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure program outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Administrative Professional program outcomes are measured in the TSA-designated courses Administrative Office Procedures and Supervised Field Experience.

PROGRAM PROGRESSION
In order to maintain a passing status and progress in the program, students must:
• Receive a grade of “C” or better in Administrative Office Procedures and Supervised Field Experience.

MOBILE DEVICE ENHANCEMENT
To support your hands-on learning and give you an edge in today’s digital workplace, Administrative Professional program students are required to purchase an iPad device. Students accepted into the program will receive specific details about purchasing the mobile device (financial aid available).

STUDENT HANDBOOK
Visit mstc.edu/studenthandbook to view Mid-State’s student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State’s Student Code of Conduct, and technology.

GRADUATION REQUIREMENT
The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

GPS for Student Success
10890102 ...............................................................1 credit
Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

ADDITIONAL COURSES AS NEEDED
The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

Intro to College Reading
10838104 .............................................................2 credits
Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

Intro to College Writing
10831103 ..............................................................3 credits
Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.
Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.

Pre-Algebra
10834109 .............................................................3 credits
Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.
Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of “S.” (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)
### SAMPLE FULL-TIME CURRICULUM OPTION

<table>
<thead>
<tr>
<th>Term</th>
<th>18-19 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10102101 Intro to Business</td>
<td>3</td>
</tr>
<tr>
<td>10103106 Microsoft Office-Introduction</td>
<td>3</td>
</tr>
<tr>
<td>10106157 Document Formatting</td>
<td>3</td>
</tr>
<tr>
<td>10106160 Proofreading &amp; Editing</td>
<td>3</td>
</tr>
<tr>
<td>10801136 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>-or-</td>
<td>3</td>
</tr>
<tr>
<td>10804118 Intermediate Algebra with Applications</td>
<td>4</td>
</tr>
<tr>
<td>-or-</td>
<td>4</td>
</tr>
<tr>
<td>10804189 Introductory Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Term** 18 credits

| 10103114 Word-Intermediate | 1 |
| 10103124 Excel-Intermediate | 1 |
| 10103134 Access-Intermediate | 1 |
| 10106140 Business Information Management | 3 |
| 10106150 Administrative Office Procedures | 3 |
| 10106172 Digital Communication Technology | 3 |
| 10801196 Oral/Interpersonal Communication | 3 |
| 10801198 Speech | 3 |
| 10809122 Intro to American Government | 3 |
| 10809196 Intro to Sociology | 3 |

**Term** 18 credits

| 10102120 Customer Service Management | 3 |
| 10106106 Quality Customer Service | 3 |
| 10106162 Graphics & Print Media | 3 |
| 10106180 Advanced Software Applications | 3 |
| 10102130 Career Development | 3 |
| 10801199 Employment Strategies | 3 |
| 10809143 Microeconomics | 3 |
| 10809144 Macroeconomics | 3 |
| 10809195 Economics | 3 |
| Elective | 3 |

**Term** 14 credits

| 10104107 Social Media Marketing | 3 |
| 10106135 Supervised Field Experience | 2 |
| 10809166 Intro to Ethics: Theory & Application | 3 |
| 10809172 Introduction to Diversity Studies | 3 |
| 10809188 Developmental Psychology | 3 |
| 10809198 Intro to Psychology | 3 |

**Total credits 68-69**

---

### SAMPLE PART-TIME CURRICULUM OPTION

<table>
<thead>
<tr>
<th>Term</th>
<th>6 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10102101 Intro to Business</td>
<td>3</td>
</tr>
<tr>
<td>10801136 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>10801195 Written Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Term** 6-7 credits

| 10103106 Microsoft Office-Introduction | 3 |
| 10804107 College Mathematics | 3 |
| -or- | 3 |
| 10804118 Intermediate Algebra with Applications | 4 |
| -or- | 4 |
| 10804189 Introductory Statistics | 3 |

**Term** 6 credits

| 10801196 Oral/Interpersonal Communication | 3 |
| 10801198 Speech | 3 |
| 10809188 Developmental Psychology | 3 |

**Term** 9 credits

| 10106157 Document Formatting | 3 |
| 10106160 Proofreading & Editing | 3 |
| 10106150 Administrative Office Procedures | 3 |

**Term** 6 credits

| 10103114 Word-Intermediate | 1 |
| 10103124 Excel-Intermediate | 1 |
| 10103134 Access-Intermediate | 1 |
| 10106140 Business Information Management | 3 |

**Term** 6 credits

| 10809122 Intro to American Government | 3 |
| 10809196 Intro to Sociology | 3 |
| 10809172 Introduction to Diversity Studies | 3 |

**Term** 6 credits

| 10106180 Advanced Software Applications | 3 |
| 10809143 Microeconomics | 3 |
| 10809144 Macroeconomics | 3 |
| 10809195 Economics | 3 |

**Term** 6 credits

| 10102120 Customer Service Management | 3 |
| 10106106 Quality Customer Service | 3 |
| 10106172 Digital Communication Technology | 3 |

**Term** 6 credits

| 10102130 Career Development | 3 |
| 10801199 Employment Strategies | 3 |
| Elective | 3 |

**Term** 6 credits

| 10106162 Graphics & Print Media | 3 |
| 10809166 Intro to Ethics: Theory & Application | 3 |

**Term** 5 credits

| 10104107 Social Media Marketing | 3 |
| 10106135 Supervised Field Experience | 2 |

**Total credits 68-69**

---

Please Note:
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).
**Access-Intermediate**  
**10103134** .............................................................. 1 credit  
Students learn to create forms and reports using wizards as well as create customized versions. Students also learn to develop complex queries.  
*Prerequisite: Microsoft Office-Introduction 10103106 or Access-Beginning 10103133*

**Administrative Office Procedures**  
**10106150** .............................................................. 3 credits  
Develops professional skills and attitudes needed in a global business environment. Skills include time management, problem solving, and decision making while working independently and as part of a team. Tasks such as electronic mail, calendaring, meeting and event planning, domestic and international travel, and project management and minute-taking are included. Familiarity with office machines is required.  
*Corequisites: Written Communication 10801195 and Microsoft Office Introduction 10103106*

**Advanced Software Applications**  
**10106180** .............................................................. 3 credits  
Integrates multiple advanced software applications by utilizing concepts such as importing/exporting, linking/embedding, and copying/pasting. Students manage information and apply critical thinking skills to create professional documents simulating real-world projects.  
*Prerequisites: Microsoft Office-Introduction 10103106, Word-Intermediate 10103114, Excel-Intermediate 10103124, and Access Intermediate 10103134*

**Business Information Management**  
**10106140** .............................................................. 3 credits  
Following commonly-used ARMA rules, the student applies basic filing methods to paper and database filing systems. Methods to permanently archive data are also covered.  
*Corequisite: Microsoft Office-Introduction 10103106*

**Career Development**  
**10102130** .............................................................. 3 credits  
Prepares learners for the process of gaining employment. Learners assess their personal background; practice finding career opportunities through the job search process; develop a cover letter, resume, and thank you letter, and complete a job application; participate in a mock interview; and demonstrate how to deal with interpersonal situations found in a work environment.  
*NOTE: To enroll, you must have completed 50 percent of technical program credits or receive department approval. See program advisor, program faculty, program counselor, or department dean/associate dean to register.*

**College Mathematics**  
**10804107** .............................................................. 3 credits  
Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.  
*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of “C” or better*

**Customer Service Management**  
**10102120** .............................................................. 3 credits  
An application of the skills and tools necessary to manage and measure the customer service function. Learners practice quality customer service, develop customer service plans, train and develop staff in quality customer service, measure the effectiveness of customer service, and lead continuous improvement of customer service. Recommended Accuplacer scores - Reading 55 or completion of Intro to Reading & Study Skills 10838105 with a “C” or better, Sentence Skills 60 or completion of Intro to College Writing 10831103 with a “C” or better, Arithmetic 34 or completion of Pre-Algebra 10834109 with a “C” or better.

**Developmental Psychology**  
**10809188** .............................................................. 3 credits  
Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.  
*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of “C” or better and Intro to College Writing 10831103 with a grade of “C” or better*

**Digital Communication Technology**  
**10106172** .............................................................. 3 credits  
Introduces the student to digital and communication technology used in the office today, including digital cameras, digital video cameras, video conferencing, web conferencing, and multimedia presentations. The content focuses on understanding communication technologies and how they impact employees.  
*Corequisite: Microsoft Office-Introduction 10103106*
Document Formatting  
10106157 ..............................................................3 credits  
Students are able to format styles of business letters, business and academic reports, memos, tables, business meeting documents, itineraries, legal documents, and business forms. Also includes drill work for improving keying speed and accuracy. Minimum typing speed of 30 wpm required (alphabetic keys only).  
Corequisite: Microsoft Office-Introduction 10103106  

Economics  
10809195 ..............................................................3 credits  
Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing, respectively.  
Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better  

Employment Strategies  
10801199 ..............................................................3 credits  
A course designed to assist students in securing employment. This communication-based course helps develop an awareness of personal and academic skills as they relate to the job seeking process. Topics of study include personal and skill assessments, research of employment sources, completion of application forms, formation of professional resumes, composition of various business letters, interviewing skills, and job offer evaluation.  
NOTE: To enroll you must have completed 50 percent of technical program credits or receive department approval. See program advisor, program faculty, program counselor, or department dean/associate dean to register.  

English Composition 1  
10801136 ..............................................................3 credits  
Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.  
Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.  

Excel-Intermediate  
10103124 ..............................................................1 credit  
Students learn to create, modify, and enhance charts. Students also learn to use advanced functions, structured references, manage multiple spreadsheets, and develop Excel applications.  
Prerequisite: Microsoft Office-Introduction 10103106 or Excel-Beginning 10103123  

Graphics & Print Media  
10106162 ..............................................................3 credits  
Develops skill to effectively create graphics and design publications. Students produce print media, design, and layout print jobs using the most appropriate software package for the job.  
Corequisite: Microsoft Office Introduction 10103106  

Intermediate Algebra with Applications  
10804118 ..............................................................4 credits  
This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.  
Prerequisite: Pre-Algebra 10834109 with a grade of “C” or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a “C” or lower should enroll in the Math Lab supplementary instruction with the next level math class.)  

Intro to American Government  
10809122 ..............................................................3 credits  
Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system. A student scoring between 55-80 on their Accuplacer Reading Comprehension, or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.  
Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of “C” or better and Intro to College Writing 10831103 with a grade of “C” or better.  

Intro to Business  
10102101 ..............................................................3 credits  
An introduction to what a business is, how it operates, and how it is managed. Students identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34
Intro to Ethics: Theory & Application  
**10809166** .................................3 credits  
Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.  
Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of “C” or better and Intro to College Writing 10831103 with a grade of “C” or better.

Intro to Psychology  
**10809198** .................................3 credits  
This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.  
Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of “C” or better and Intro to College Writing 10831103 with a grade of “C” or better.

Intro to Sociology  
**10809196** .................................3 credits  
Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.  
Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of “C” or better and Intro to College Writing 10831103 with a grade of “C” or better.

Introduction to Diversity Studies  
**10809172** .................................3 credits  
Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.  
Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent or Intro to College Reading 10848104 with a grade of “C” or better and Intro to College Writing 10831103 with a grade of “C” or better.

Introductory Statistics  
**10804189** .................................3 credits  
Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.  
Prerequisite: Accuplacer Algebra score of 45 or greater, or ACT math score of 19 or greater, or Pre-Algebra 10834109 with a grade of “C” or better, or College Math 10804107 with a grade of “C” or better. (A student scoring a “C” or lower should enroll in the Math Lab supplementary instruction with the next level math class.)

Macroeconomics  
**10809144** .................................3 credits  
In this introductory course the principal topics discussed include basic social choices regarding economic systems, basic economic aggregates, fiscal policy, the banking system, monetary policy, and international trade. A balance is drawn between description, theory, analysis, and a critique of the institutions that characterize modern mixed-capitalist economies. Conflicting social goals, economic constraints, and environmental concerns provide the framework through which the macroeconomy is analyzed.

Microeconomics  
**10809143** .................................3 credits  
Examines the behavior of individual decision makers, primarily consumers and firms. Topics include choices of how much to consume and to produce, the functioning of perfectly and imperfectly competitive markets, the conditions under which markets may fail, and arguments for and against government intervention. The student applies the fundamental tools of economics to real-world problems.
Microsoft Office-Introduction
10103106 ..............................................................3 credits
Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

Oral/Interpersonal Communication
10801196 ..............................................................3 credits
Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses. Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent

Proofreading & Editing
10106160 ..............................................................3 credits
Sharpens proofreading and editing skills. Competencies include detecting and editing errors in keying, spelling, capitalization, plurals, possessives, punctuation, numbers, grammar, sentence structure, and formatting. Documents are edited for clarity, conciseness, and completeness. Corequisite: Microsoft Office-Introduction 10103106

Quality Customer Service
10106106 ..............................................................3 credits
Addresses sensitivity in communicating with customers and co-workers. Includes international communications, teamwork, working relationships, and telephone skills.

Social Media Marketing
0104107 ..............................................................3 credits
Addresses how social media has transformed marketing communications from traditional mass media to individualized marketing. Using social media tools such as Facebook, YouTube, Twitter, LinkedIn, and more, this class explores the different methodologies for social media marketing. Topics include creating social media, integrating social media as part of a marketing campaign, the concept of viral marketing, ethical and potential legal concerns that have arisen over these forms of communication, and how organizations and individuals have successfully applied social media marketing. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

Speech
10801198 ..............................................................3 credits
Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or or Intro to College Reading with a “C” or better. Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a “C” or better or equivalent

Supervised Field Experience
10106135 ..............................................................2 credits
This course integrates Administrative Professional classroom study with specific off-campus occupational experiences at selected training sites. An organized plan of experiences built around office competencies is planned, supervised, and evaluated by the instructor and cooperating business trainer. Prerequisite: Completion of at least 24 credits of Computer Software 10-103 and/or Administrative Professional 10-106 courses or consent of instructor.

Word-Intermediate
10103114 ..............................................................1 credit
Students learn to create more complex documents using Microsoft Word as well as customize the Word environment. Students also learn to use mail merge, collaborate with others, and combine information into one file. Prerequisite: Microsoft Office-Introduction 10103106 or Word-Beginning 10103113

Written Communication
10801195 ..............................................................3 credits
Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents. Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831105 with a grade of “C” or better. Proficiency in word processing skills recommended.