

# ADMINISTRATIVE OFFICE PROFESSIONAL

## Program Description

The Administrative Office Professional program is comprised of three optional levels of coursework. Each option leads to an increasingly higher level of professional award (certificate, diploma, and associate of applied science degree). If you are a detail-oriented individual who enjoys office-related tasks, this program is the perfect career path for you. EICC will help you prepare for an exciting career that is in high demand as office employees are an integral part of all industries. Students may complete part or all their degree online, or in a live/online format, or with a combination of those two formats.

Throughout the Administrative Office Professional program, students will learn how to use advanced software applications, apply accounting and business math concepts, format and compose professional correspondence, think critically to manage multiple projects, meet established deadlines, maintain electronic and paper filing systems, and deliver customer service. Additional areas of study include desktop publishing, human relations, transcription, and a comprehensive capstone course.

## Award Options

Administrative Office Professional, Associate of Applied Science Degree

Administrative Office Professional, Diploma

Administrative Office Professional, Certificate

## Non-discrimination Statement / Equal Educational Opportunities

It is the policy of Eastern Iowa Community College District not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental or marital status, as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Debora J. Sullivan, Equal Employment Opportunity Officer/Equity Coordinator, Eastern Iowa Community College District, 101 West Third Street, Davenport, Iowa 52801, 563-336-3487, [djsullivan@eicc.edu](mailto:djsullivan@eicc.edu) or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD (800) 877-8339 Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).



**THE** *Community's College*



**CLINTON, MUSCATINE  
AND SCOTT COMMUNITY  
COLLEGES**

### Department Coordinator

Tina Solheim

563-336-5224

[tsolheim@eicc.edu](mailto:tsolheim@eicc.edu)

[www.eicc.edu](http://www.eicc.edu)

Toll-free 1-888-336-3907

### Our Web Links-

[www.eicc.edu/apply](http://www.eicc.edu/apply)

[www.eicc.edu/visit](http://www.eicc.edu/visit)

[www.eicc.edu/programs](http://www.eicc.edu/programs)

[www.eicc.edu/daretocompare](http://www.eicc.edu/daretocompare)

[www.eicc.edu/financialaid](http://www.eicc.edu/financialaid)

[www.eicc.edu/catalog](http://www.eicc.edu/catalog)

Tuition and fees subject to change by the EICC Board of Trustees.

# ADMINISTRATIVE OFFICE PROFESSIONAL

## Administrative Office Professional, AAS Degree

		Credits
<b>TERM 1</b>		
ADM-117	Keyboarding and Document Formatting	3.00
ADM-157	Business English	3.00
ADM-179	Records Management	3.00
BUS-106	Employment Strategy	2.00
CSC-110	Introduction to Computers	3.00
MKT-181	Customer Service Strategies	2.00
		16.00

**Administrative Office Professional, Certificate Total.....16.00**

		Credits
<b>TERM 2</b>		
ACC-111	Introducing to Accounting	3.00
ACC-332	QuickBooks	2.00
BCA-215	Computer Business Applications	3.00
BCA-220	Integrated Software Applications	3.00
BUS-110	Business Math and Calculators	3.00
MGT-151	Management Communication I	3.00
		16.00

**Administrative Office Professional, Diploma Total.....32.00**

		Credits
<b>TERM 3</b>		
ADM-149	Transcription	3.00
BCA-250	Desktop Publishing	3.00
BUS-102	Introduction to Business	3.00
BUS-161	Human Relations	3.00
PSY-213	Industrial & Organizational Psychology <b>OR</b>	3.00
PSY-111	Introduction to Psychology <b>OR</b>	3.00
SOC-110	Introduction to Sociology	3.00
		15.00

		Credits
<b>TERM 4</b>		
ADM-222	Career Capstone <b>OR</b>	3.00
ADM-936	Occupational Experience	3.00
SPC-112	Public Speaking <b>OR</b>	3.00
SPC-170	Professional Communication	3.00

**Select three courses from the following** 9.00

ACC-161	Payroll Accounting [3.00 credits]	3.00
BUS-185	Business Law [3.00 credits]	3.00
ECN-130	Principles of Microeconomics [3.00 credits]	3.00
MGT-101	Principles of Management [3.00 credits]	3.00
MGT-130	Principles of Supervision [3.00 credits]	3.00
MKT-110	Principles of Marketing [3.00 credits]	3.00
		15.00

**Administrative Office Professional, AAS Total.....62.00**

## Clinton Community College

1000 Lincoln Boulevard,  
Clinton, IA 52732  
563-244-7001  
1-800-638-0559

[www.facebook.com/clintoncommunitycollegeia](http://www.facebook.com/clintoncommunitycollegeia)

### Admissions Officer

**Heather Evans**

[hlevans@eicc.edu](mailto:hlevans@eicc.edu)

563-244-7007

FAX 563-244-7107

## Muscatine Community College

152 Colorado Street,  
Muscatine, IA 52761  
563-288-6001  
1-800-351-4669

[www.facebook.com/muscatinecommunitycollege](http://www.facebook.com/muscatinecommunitycollege)

### Admissions Officer

**Kari Hanson**

[khanson@eicc.edu](mailto:khanson@eicc.edu)

563-288-6007

## Scott Community College

500 Belmont Road,  
Bettendorf, IA 52722  
563-441-4001  
1-800-895-0811

[www.facebook.com/scottcommunitycollege](http://www.facebook.com/scottcommunitycollege)

### Admissions Officer

**Kelsey King - Belmont Campus**

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563-441-4007

FAX 563-441-4101

**Amy Herrig - Urban Campus**

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