Office Administrative Assistant A.A.S.

GET THE TECHNICAL AND INTERPERSONAL SKILLS YOU NEED FOR THE BEST ADMINISTRATIVE ASSISTANT JOBS. Talented office personnel are always in high demand. With an Office Administrative Assistant A.A.S. degree from MCC, you’ll have a well-rounded skill set that makes a strong impression in the job market. You’ll become proficient in state-of-the-art office technology (including advanced accounting software and multimedia tools), while developing strong written and verbal communication skills. This versatile degree will equip you to provide valuable office support in almost any industry, including high-paying sectors such as health care, law, and business.

PROGRAM DESCRIPTION
The Administrative Office Assistant A.A.S. program prepares you to enter the job market in just two years. This program places heavy emphasis on computer skills. You’ll also develop strong interpersonal communication, an essential facet of earning promotion to supervisory and managerial positions.

CURRICULUM OVERVIEW
Please note: Courses are subject to change. See an academic advisor for the most current curriculum requirements.

FIRST SEMESTER:
- ENG 101 College Composition OR ENG 200 Advanced Composition
- ENG 250 Professional Communication OR SPC 141 Interpersonal Speech Communication OR SPC 142 Public Speaking OR SPC 143 Small Group Communication
- MTH 130 Modern Business Mathematics OR higher
- OFT 110 Keyboarding
- OFT 141 Grammar for Professionals

SECOND SEMESTER:
- LITERATURE ELECTIVE
- ACC 101 Accounting Principles I OR ACC 110 Fundamentals of Accounting I AND ACC 111 Fundamentals of Accounting II
- BUS 135 Supervising for Quality
- OFT 111 Intermediate Word I
- OFT 170 Spreadsheet Applications-Excel

THIRD SEMESTER:
- SOCIAL SCIENCE ELECTIVE
- OFT 112 Advanced Word II
- OFT 171 Microsoft Access
- HEALTH/PHYSICAL EDUCATION
- NATURAL SCIENCE ELECTIVE
- OFT 173 Microsoft Multimedia Communications

FOURTH SEMESTER:
- SOCIAL SCIENCE ELECTIVE
- OFT 201 Advanced Word II
- OFT 202 Office Simulations
- OFT 214 Administrative Office Procedures
- OFT 240 Office Transcription
- OFT 270 Office Seminar

Total Credits: 64
GET THE LATEST ON CAREERS IN OUR AREA, INCLUDING EMPLOYMENT PROJECTIONS, EARNINGS, AND JOB OPENINGS AT CAREERCOACH.MONROECC.EDU

Start your career with employers like these:
- Harter Secrest & Emory
- Xerox
- Arc of Monroe County
- University of Rochester
- Bene-Care, Inc.
- Unity Health
- Rochester Regional Health System

Your job title could be:
- Secretary and Administrative Assistant
- Executive Secretary
- Legal Secretary
- Medical Secretary
- Word Processor
- Typist
- Receptionist and Information Clerk

Average starting salary: $30,200 per year.

A STRONG START—ACADEMICALLY AND FINANCIALLY!
MCC's low tuition ($2,050 per semester) plus financial aid opportunities help make a high-quality education affordable. You could qualify for federal grants, workforce grants, scholarships, and more.
Visit www.monroecc.edu/go/finaid or call 585.292.2050.

AMONG THE BEST COMMUNITY COLLEGES
MCC is part of the State University of New York (SUNY) and recognized as being among the 19 most innovative community colleges in the United States as a member of the League for Innovation in the Community College. The League’s members demonstrate educational leadership in academics, technology, workforce development, and administration.

FIND OUT MORE
To learn more about MCC, visit us on the web at www.monroecc.edu. Apply today at admissions.monroecc.edu or contact the Admissions Office at 585.292.2200 to schedule a visit.