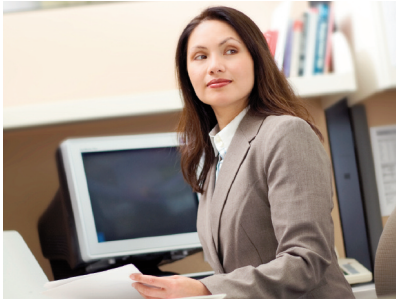


ADMINISTRATIVE MANAGEMENT (A.S.)



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.

PROGRAM REQUIREMENTS

- CIS-1041 - Microcomputer Applications I*
- CIS-1322 - Intermediate Word Processing *or*
CIS-1410 - Intermediate Spreadsheets
- ACC-1001 - Office Accounting I *or*
ACC-2121 - Financial Accounting (4 cr)
- COM-1010 - Effective Workplace Communication*
- BUS-1320 - Principles of Supervision *or*
BUS-2020 - Principles of Management
- BUS-2410 - Human Resource Management
- Choose any 3-credit course: Allied Health, Business, Computers, Criminal Justice or Education

Choose any 3-credit course: Allied Health, Business, Computers, Criminal Justice or Education

Choose any 3-credit course: Allied Health, Business, Computers, Criminal Justice or Education

Electives – 5 - 6 credits

- _____
- _____



* 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.

GENERAL EDUCATION REQUIREMENTS

Core Competencies

- First Semester Seminar (INT-1050 or INT-1060)

- Technological Literacy
CIS-1041 - Microcomputer Applications I
- Communication
Meets graduation standard in oral communication
COM-1010 - Effective Workplace Communication
- English Composition
- Mathematics

- Research & Writing Intensive

Areas of Inquiry

- Scientific Method

- Human Expression

- Human Behavior

Integrative Approaches

- Global Perspectives & Sustainability

- Seminar in Educational Inquiry
Meets graduation standard in writing & information literacy
- Quantitative Reasoning Assessment
Meets graduation standard in quantitative reasoning

MINIMUM TOTAL CREDITS IN DEGREE: 60

ADMINISTRATIVE MANAGEMENT (A.S.)

Administrative Management Program Outcomes

Successful graduates will be able to:

- describe the administrative office manager's function and the diversity of roles and responsibilities in a variety of organizations;
- use information technology to meet the needs of the workplace;
- perform the functions of human resource management;
- perform financial functions associated with administrative management;
- 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.

How Our Degree Works

The CCV Administrative Management degree is designed to help you develop technical and communication skills required in the office of today and tomorrow. The degree prepares you to be successful in all of these areas through coursework in supervision or management, accounting, computer technology, and communication. In addition, this program allows you the flexibility to choose additional coursework related to context in which you might perform those skills.

Why Our Degree Works

CCV's associate degree in Administrative Management provides the technical and hands-on training necessary to manage a modern office environment. We have combined traditional writing and communications skills with contemporary computer skills to create a degree designed specifically for job placement in an office environment. Ninety-seven percent of program graduates report being employed or continuing with their education at a four-year college.

Career Opportunities

Administrative managers are in demand in a variety of industries, and in companies large and small. Health care and business environments are common placements for our graduates. Graduates report being employed in such positions as: administrative assistant, office assistant, administrative secretary, patient services representative, department leader, and medical billing manager.

Transfer Options

Our transfer agreements make it possible to transfer easily to a number of four-year colleges including:

- Castleton State College
- Champlain College
- Johnson State College
- Lyndon State College
- Vermont Tech

CCV students also report attending Norwich University, Franklin Pierce College, SUNY-Plattsburgh, Southern New Hampshire University, and University of Vermont.

"Human Resource Management provides students with an overview of several core competencies including strategic management, compensation and benefits, training and development, recruitment and retention, risk management and health and safety programs.

By gaining a better understanding of an organization's most important asset – their employees – students will learn the skills necessary to be more effective managers and administrators."

*– Susan C. Loynd, SPHR,
CCV faculty, Director of
Human Resources,
Washington County Mental
Health Services*

**For more information
visit www.ccv.edu, or
call your local CCV office.**

CCV is committed to non-discrimination in its learning and working environments for all persons. All educational and employment opportunities at CCV are offered without regard to race, color, gender, sexual orientation, religion, national origin, age, veteran status, or disability.