

Administrative Support Specialist – 30 credit hours

This certificate will prepare the student for entering a business environment to become an office professional. The student will develop skills in touch keyboarding, applications, electronic office procedures, word processing, language skills, electronic information systems and human relations communication.

Major Courses – 25 credit hours

	BTE 102 Keyboarding Applications I	2
	BTE 125 Records Management	3
	BTE 156 Business Math with Calculators	4
	BUS 115 Introduction to Business	3
	BUS 217 Business Communication and Report Writing	3
	CIS 135 Complete PC Word Processing	3
	CIS 118 Introduction to PC Applications	3
	CIS 140 Microsoft Outlook	1
	MAR 106 Marketing Your Image	3

Restricted Electives – 5 credit hours

Select 5 credit hours from the following:

	ACC 101 Fundamentals of Accounting OR	
	ACC 121 Principles of Accounting I	3-4
	BTE 108 Ten Key by Touch	1
	BTE 111 Keyboarding Speed Building I	2
	BTE 202 Office Simulation	3
	BTE 166 Business Editing Skills	3
	BTE 225 Administrative Office Management	3
	CIS 167 Desktop Publishing	3
	Any course with the prefix: ACC, BTE, BUS, CIS, FIN, MAN, MAR, REE	

Bookkeeping and Office – 32-33 credit hours

This certificate will prepare the student for entering the job market in positions in bookkeeping and/or work in an accounting department. The student will develop skills in basic accounting including the accounting cycle, computerized accounting, keyboarding and ten key by touch as well as business math. Also taught are computer skills such as electronic spreadsheets, word processing and electronic office procedures.

	ACC 101 Fundamentals of Accounting OR	
	ACC 121 Principles of Accounting I	3-4
	ACC 115 Payroll Accounting	4
	ACC 235 Computerized Accounting for Small Business OR	
	ACC 245 Computerized Accounting with a Professional Pkg	3
	BTE 102 Keyboarding Applications I	2
	BTE 108 Ten Key by Touch	1
	BTE 125 Records Management	3
	BTE 156 Business Math with Calculators	4
	BUS 217 Business Communication and Report Writing	3
	CIS 118 Introduction to PC Applications	3
	CIS 135 Complete PC Word Processing	1
	CIS 140 Microsoft Outlook	1
	CIS 155 PC Spreadsheet Concepts: Excel	3

Legal Secretary – 36 credit hours

This certificate will prepare the student to enter a legal office environment to become an office professional. The student will develop skills in keyboarding applications, word processing, language skills, computer applications, human relations, communications and office procedures as they apply to a legal office.

	BTE 102 Keyboarding Applications I	2
	BTE 103 Keyboarding Applications II	3
	BTE 120 Electronic Office Procedures	3
	BTE 125 Records Management	3
	BTE 166 Business Editing Skills	3
	BTE 238 Legal Office Procedures	3
	BUS 217 Business Communication and Report Writing	3
	CIS 118 Introduction to PC Applications	3
	CIS 135 Complete PC Word Processing	3
	CIS 140 Microsoft Outlook	1
	PAR 110 Legal Analysis	3
	PAR 115 Introduction to Law	3
	PAR 117 Family Law	3

IMPORTANT TELEPHONE NUMBERS:

STUDENT SERVICES

Admission and Records	M2470	303.797.5621
<ul style="list-style-type: none"> • Graduation coordination • Residency petitions • General information 		
Advising and Counseling Center	M 2010	303.797.5664
<ul style="list-style-type: none"> • Educational planning • Transfer advising • Academic success counseling 		
Bookstore	M1200	303.797.5676
<ul style="list-style-type: none"> • Order books online at www.efollett.com 		
Campus Police	M2600	303.797.5800
<ul style="list-style-type: none"> • Student ID cards, parking permits, locker rental • Crime reporting, escort to your car after hours • First aid • Lost and found 		
Career Center	M2025	303.797.5805
<ul style="list-style-type: none"> • Career planning seminars • Career resource library • Employment services • Job fairs 		
Cashier	M2300	303-797-5638
<ul style="list-style-type: none"> • Tuition payment, payment plans, refunds, general financial information • Ticket sales 		
Child Development Center	N1000	303.797.5678
<ul style="list-style-type: none"> • High quality, flexible, convenient, moderately-priced childcare services for ACC students, staff and faculty on a space-available basis 		
Disability Services	M2710	303.797.5937 v/tty
<ul style="list-style-type: none"> • Academic accommodations and specialized consultation for students with documented disabilities. Computer adaptations for students with vision, learning, orthopedic, or other disabilities. 		
Financial Aid	M2115	303.797.5661
<ul style="list-style-type: none"> • Apply online at www.FAFSA.ed.gov 		
Information Central	M2800	303-797-4222
<ul style="list-style-type: none"> • Registration, Add/Drop, Withdrawal, Schedules and general information • Name/address/personal information changes etc. 		
Library (Weber Center for Learning Resources)	M2500	303.797.5090
<ul style="list-style-type: none"> • Private study rooms 		
Math Lab	M3610	303.797.5877
<ul style="list-style-type: none"> • Students must register for MAT 101 Enhanced Mathematics Lab 		
Open Computer Lab	M1650	303.797.5907
<ul style="list-style-type: none"> • FREE computer access for registered students with an ACC Student ID 		
Student Affairs	M2820	303.797.5668
<ul style="list-style-type: none"> • Student Senate • Student Newspaper • Student Clubs and Programming • Student Grievances and Discipline 		
Testing Center	M2280	303.797.5993
<ul style="list-style-type: none"> • Computerized Placement Test (CPT) • GED testing, Instructor testing, CLEP/correspondence testing 		
Tutorial Services	M2710	303.797.5937 v/tty
<ul style="list-style-type: none"> • FREE workshops and academic tutors to supplement and enrich course requirements for those that qualify 		
Writing Center	M2855	303.797.5830
Location Abbreviations:		
<ul style="list-style-type: none"> • A – Annex. • AD – Art and Design Center • CSB – Church Street Building • DTC – Triad N Bldg Suite 111 (5660 Greenwood Plaza Blvd, Greenwood Village) • M – Main Building • N – North Building • UCC – University Center at Chaparral (15653 Brookstone Dr, Parker) 		

ASSESSMENT REQUIREMENTS:

Basic Skills courses may be required based on assessment scores. It is the student's responsibility to take these course requirements within the first 30 credits at ACC. Basic Skills courses are also available at other area community colleges.

Tested Out/ Completed	Semester	ACT/ SAT Last 2 yrs	Accuplacer	Course	Credits	
Sentence Skills						
			25-49	See Developmental Studies Advisor		
			50-69	ENG060	3	
			70-94	ENG090	3	
		18/440	95-120	ENG 121	3	
Reading						
			25-39	See Developmental Studies Advisor		
			40-61	REA060	3	
			62-79	REA090	3	
		17/430	80-120	REA 112	3	
Mathematics						
			Arithmetic 24-56	MAT030	2	
			Arithmetic 57-120	MAT060	3	
			Elem. Alg. 45-60	MAT090	4	
			Elem. Alg. 61-84	MAT106/111	5	
		19/460	85-120	MAT 120,121,123,135/179	4	
Study Skills/Orientation						
			Academic Achievement Strategies		AAA090	3
			College Orientation		AAA103	1
			Advanced Academic Achievement		AAA 109	3

EXEMPTIONS TO TESTING:

1. Have successfully completed a college-level mathematics and college-level english course with a grade of C or better. You must provide a transcript.
2. Have achieved the minimum ACT/SAT scores shown above within the last 2 years and provide documentation.
3. Have successfully completed necessary remedial course(s), if required with a "C" or better.
4. Have earned an Associate's degree or higher. You must provide documentation.
5. Some degree programs do not allow a waiver for the CPT.

IMPORTANT TRANSFER INFORMATION:

1. It is important that you consult an advisor and the transfer institution when choosing courses, as certain majors have particular degree prerequisites and general education course requirements that need to be taken within the Associate degree program.
2. Students who complete a 60 credit hour A.A./A.S. degree with appropriate course requirements and grades of C or better may be able to complete a Baccalaureate degree in 60 additional credits after transferring to a 4-year public institution.
3. Consult your ACC Advisor about Colorado's 60 + 60 plans.

SUGGESTIONS FOR SUCCESS

1. Take your CPT or be exempted (see above) before meeting with an academic advisor.
2. Take English, Speech and Math classes early in your program.
3. See your advisor about balancing your workload with credit load.
4. If you want to graduate in two years, take a minimum of fifteen college-level credits per fall/spring semester or twelve credits Fall/Spring and six credits Summer.
5. Transfer and financial aid students should consult an advisor before registering.

ADDITIONAL CLASS FORMATS

Many of the classes in this degree can be taken as **flex**, **online** or **hybrid** courses. Symbols in the semester schedule indicate which classes are offered in these formats.

You must apply for graduation at www.arapahoe.edu (Student Support Services) or at Information Central by: **April 1 (summer graduation), July 1 (fall graduation) and November 1 (spring graduation).**

For more information log on to www.arapahoe.edu.