JCC
JAMESTOWN COMMUNITY COLLEGE
S U N Y

Administrative Professional

curriculum code: 2476 | HEGIS code: 5005
minimum credit hours required: 60

This degree program provides the student with the skills necessary to prepare for employment in today's technology-enhanced office settings. Training is available for those who have had no office preparation and for students with limited office skills who desire to enhance or update present skills. The program emphasizes written communication in a variety of formats using technologically advanced equipment, financial tasks, management of records and files, and the use of a variety of software packages. The ability to develop decision-making and problem-solving skills will be stressed throughout the program. Upon completion of the program, students will be able to enter the workplace or transfer credits to a four-year institution. **Program is also available online.**

REQUIRED COURSES	CR	JCC	SUNY	LAS
INT 1555: Inquire	2	Inquiry- Critical & Integrative Reasoning		X
ENG 1510: English Composition I	3	College Composition	HUMN	H
ENG 1530: English Composition II	3	College Comp & Oral Communication	COMW & COMO	H
Mathematics Elective - SUNY Gen Ed	3	SUNY Mathematics & Quantitative Reasoning	MATH	N
Natural Sciences BIO 1510: Health Science	3	SUNY Natural Science & Scientific Reasoning	NSCI	N
Social Sciences Elective - SUNY Gen Ed	3	SUNY Social Science	SOSC	S
BUS 2420: Professional Development/ Internship	5	Applied Learning		
BUS 1360: Keyboarding/Word Processing	3			
BUS 1420: Office Procedures	3			
BUS 1500: Introduction to Business	3			
BUS 2320: Word Processing Production	4			
BUS 2550 : Marketing or BUS 2570 : Principles of Management or BUS 2580: Management & Organizational Behavior	3			
CSC 1560: Computer Application Software I	4			
Program Core Electives choose any BUS course	9			
Open Electives up to 9 credits may need to be SUNY Gen ed- category specific and may need to fill JCC Essentials Global Perspective, Cultural Understanding, and Diversity requirements.	9	Global Perspectives, Cultural Understanding, & Diversity	[5 credits, to include DIVE]	[3 credits]
TOTAL CREDITS: 60			20	20