
Administrative Business Professional

Objective: This program is designed to prepare the graduate for a business career that requires a high degree of initiative. Students will gain the skills necessary to fill administrative positions that utilize organizational and project planning skills. They will also be prepared to evaluate business problems and utilize critical thinking to determine practical solutions. Skills attained in the program offer excellent opportunities for career advancement. This program is designed to prepare graduates for employment as administrative specialists, administrative assistants, project manager assistants, or administrative support in a variety of career fields. A 120-hour internship is included for those students who qualify. Employable skills are in keeping with the mission of the College.

Note: All units in this program are transferable to the Specialized Associate Degree – Business program.

Expected Educational Outcomes: Upon completing the Administrative Business Professional program, students will have demonstrated:

1. A working knowledge of entrepreneurship principles including the process to create, finance, market, and manage businesses or other organizations.
2. An understanding of accounting essentials including QuickBooks.
3. An in-depth understanding of the software utilized in the business setting including word processing and spreadsheets.
4. A competence in using language arts to produce professional documents and correspondence.
5. An ability to apply business law concepts, planning, presentation, critical thinking, and decision-making management skills in business.
6. An understanding of ethical and professional practices and appropriate business etiquette.
7. An understanding of leadership, high-performance teams, employee empowerment, and employee supervision.

Diploma awarded upon successful completion of all graduation requirements.

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Empire College
Business – Law – Technology – Medical

Administrative Business Professional

Program Outline: Requirements for Graduation

Class No.	Class Title	Qtr.		Class No.	Class Title	Qtr.	
		Hours	Units			Hours	Units
ACN160A	Fundamentals of Accounting IA	24	2.0	GBN050	Information Literacy	24	2.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0	GBN101	Career Transitions	24	2.0
ACN160B	Fundamentals of Accounting IB	24	2.0	GBN132A	Administration: Office Management	24	2.0
ACN16LB	Fundamentals of Accounting IB Lab	24	1.0	GBN132B	Administration: Records Management	24	2.0
BMN141	Math Review	24	1.0	GBN132C	Administration: Project Management	24	2.0
BMN142	Business Math	24	2.0	LGN130A	Business Law I	24	2.0
CMN100	Computer Literacy	24	1.0	LGN130B	Business Law II	24	2.0
CMN127A	Beginning Keyboarding	24	1.0	LGN130C	Business Law III	24	2.0
CMN127B	Introduction to Word I	24	1.0	LGN130D	Business Law IV	24	2.0
CMN127C	Introduction to Word II	24	1.0	MNN230A	Entrepreneurship: Creating a Business	24	2.0
CMN166A	Beginning Excel	24	1.0	MNN230B	Entrepreneurship: Financing and Marketing a Business	24	2.0
CMN185A	QuickBooks Pro I	24	1.0	MNN230C	Entrepreneurship: Managing a Business	24	2.0
CMN192A	Office: An Overview of Word and Excel	24	1.0	MNN330A*	Professional Development I- Internship	30	1.0
CSN225A	Electronic Messaging with Virus Protection	24	1.0	MNN330B*	Professional Development II- Internship	30	1.0
ENN100A	Business English IA - Grammar	24	2.0	MNN330C*	Professional Development III- Internship	30	1.0
ENN100B	Business English IB - Grammar	24	2.0	MNN330D*	Professional Development IV- Internship	30	1.0
ENN200A	Business English IIA - Punctuation	24	2.0	MNN331	Professional Portfolio Project	24	1.0
ENN200B	Business English IIB - Punctuation	24	2.0		Total:	960	60.0
ENN300A	Business Correspondence I	24	1.0		Total Weeks/Quarters:	48/4	
ENN300B	Business Correspondence II	24	1.0				
ENN303A	Management Communications I	24	2.0				
ENN303B	Management Communications II	24	2.0				

Keyboarding Speed Graduation Requirement:
40 NWPM

* See eligibility requirements under "Class Descriptions" in the Course Catalog.