

Administrative Professional (AP)

Associate in Specialized Business (ASB)



The Administrative Professional program prepares individuals to be proficient office administrators and managers.

Students in this program learn the most commonly used software packages, office procedures, and management techniques.

Through a comprehensive educational training program including attention to theory, practice, and application, students in the AP program will develop the knowledge, skills, and attributes in many diverse areas of office administration.

Administrative professionals are employed in nearly every industry and many work in education, healthcare, government, social services, and legal settings.

SouthHills
School of Business & Technology

admissions@southhills.edu

www.southhills.edu | 888.282.7427

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The AP Program Prepares Students to:

- Develop organizational systems using software productivity tools
- Arrange, coordinate, and schedule meetings
- Design and maintain social media sites
- Make travel arrangements
- Prepare research findings for reports
- Perform Human Resource functions such as hiring, benefit administration, and payroll
- Arrange and coordinate events
- Demonstrate ability to network office computers and troubleshoot basic computer issues

(Available at all campus locations)

Example Career Opportunities

Administrative Assistant

Staff Assistant

Human Resources Assistant

Financial Assistant

Administrative Staff Support

Office Assistant

Receptionist

Client Relations

For more information about the AP program, courses, and faculty members, please visit www.southhills.edu/AP

SouthHills
School of Business & Technology

**State College
Main Campus**
480 Waupelani Drive
State College, PA 16801
814-234-7755

Altoona Campus
541 58th Street
Altoona, PA 16602
814-944-6134

Lewistown Campus
124 East Market Street
Lewistown, PA 17044
717-248-8140