

Basic Curriculum

General Education

32 credits

Liberal Education Skills

(6 credits)

ENG 111: English Composition

3 credits

CIS 217: Application of Microcomputers

3 credits

Liberal Knowledge

(9 credits)

One course in each of these areas:

Physical and Biological Sciences

3 credits

Social and Behavioral Sciences

3 credits

Arts and Humanities

3 credits

Health and Personal Performance

(2 credits)

HPE 111: Health and Wellness

2 credits

Business Foundation

(12 credits)

MGMT 120: Introduction to Business

3 credits

MGMT 210: Essentials of Entrepreneurship
and Small Business

3 credits

Business Electives

6 credits

Gen. Education Electives

(3 credits)



Technical Education

28 credits

The following course is required in all concentrations of the administration technology degree.

MOUS Microsoft Office Certification

6 credits

In addition, 22 credits will be provided by technical education partners, which are appropriately accredited, licensed, or certified technical education organizations.

At Venango Campus of Clarion University, traditional and returning adult students will find a high-quality and truly personal learning experience. Our faculty and staff will know you as an individual and help tailor your education to meet your particular goals. Your classes will be taught by professionals who have extensive working experience, have done in-depth research, or both.

An established network of local and regional businesses works with Clarion University for job placement following graduation. Student apartment housing at Venango Campus offers privacy and all the comforts of home.

Bill Hallock

Assistant Professor and Chair

Department of Applied Technology

814-676-6591, ext. 1307

whallock@clarion.edu

LaTrobe Barnitz

Coordinator of Admissions and Financial Aid

814-676-6591, ext. 1211 or 877-VENANGO

or his office at tnestor@clarion.edu

Clarion University–Venango Campus

1801 West First Street, Oil City, PA 16301

www.clarion.edu/venango



Clarion University is a member of Pennsylvania's State System of Higher Education.

It is the policy of Clarion University of Pennsylvania that there shall be equal opportunity in all of its educational programs, services and benefits, and there shall be no discrimination with regard to a student's or prospective student's race, color, religion, sex, national origin, disability, age, sexual orientation/affection, veteran status or any other factors that are protected under local, state, and federal laws. Direct equal opportunity inquiries to Assistant to the President for Social Equity, 207 Carrier Administration Building, Clarion, PA 16214-1232, 814-393-2109.

Associate of Applied Science in ADMINISTRATION TECHNOLOGY





The Associate of Applied Science in Administration Technology degree program, offered through the Department of Applied Technology at Clarion University—Venango Campus, utilizes a creative partnership approach designed to prepare students for a career path leading to a wide range of opportunities. The degree is designed to prepare students for careers in insurance, office technology, and banking, and provides a foundation for career advancement into leadership positions.

Under this unique model, students complete general education and business courses at Clarion University—Venango Campus and the technical component of the degree through licensed, certified, accredited, and/or otherwise approved technical education providers.

Graduates receive an Associate of Applied Science in Administration Technology (AAS-AT) degree from Clarion University.

Students may attend full-time or part-time, day and evening. Scholarships and financial aid are available for qualified students.

Clarion University is the first university in northwestern Pennsylvania to offer an associate degree in administration technology with an insurance concentration.

Insurance

The Insurance concentration prepares students who wish to become insurance professionals such as customer service representatives or agents.

The program offers a strong technical base of insurance principles and concepts. The insurance curriculum is derived from the Insurance Institute of America's education curriculum, allowing students to learn a multitude of insurance industry designations. Students who successfully complete the program will take the Pennsylvania mandated pre-licensing course which prepares students to take the state licensing exam. The technical education partner for the program is Preferred Systems, Inc. (PSI) of Erie.



OFFICE TECHNOLOGY

Graduates of the Office Technology concentration will be prepared to work as office managers or administrative assistants or manage their own businesses. In addition to a practical foundation of business education, students will receive valuable preparation in business computer software applications in publishing, Web design, and computer network basics. Students will sit for the Microsoft Office Specialist exams in Microsoft Word and Excel. The Learning Center in Seneca is the technical education partner for the office technology program.

BANKING

The Banking concentration is in development and is anticipated to be offered in the near future.