

Office Administration

Associate in Applied Science Degree (AAS)

At a Glance

The Office Administration program prepares students to perform the duties of administrative assistants and/or secretaries and stenographers. Program instruction includes business communications, principles of business law, word processing and data entry, office machines operations and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

General Education and Electives		CREDITS
CIS 146	Microcomputer Applications	3
ECO 232	Principles of Microeconomics	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
ORI 105	Orientation and Student Success.....	3
SPH 106	Fundamentals of Oral Communication.....	3
Humanities and Fine Arts Elective*		3
Math or Natural Science Elective*		3-4
Total General Education Credit Hours..		24-25

**Refer to general education section of catalog for electives. NOTE: Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.*

Office Administration Major		CREDITS
BUS 100	Introduction to Business	3
BUS 146	Personal Finance OR BUS 150 Business Math.....	3
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I OR OAD 135 Financial Record Keeping.....	3
OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	3
OAD 125	Word Processing	3
OAD 131	Business English	3
OAD 138	Records/Information Management	3
OAD 243	Spreadsheet Applications.....	3
Business Electives (From BUS, ECO, or OAD).....		6-7
Total Office Administration Major Credit Hours		36-37

Total Credit Hours..... 60-62

Office Administration Certificate (CER)

While pursuing the Office Administration AAS degree and upon successful completion of the courses identified below, the stackable Office Administration Certificate will be awarded to students.

	CREDITS
CIS 146	Microcomputer Applications3
ENG 101	English Composition I3
MTH 100	Intermediate College Algebra3
SPH 106	Fundamentals of Oral Communication3
ORI 105	Orientation and Student Success3
BUS 100	Introduction to Business3
BUS 146	Personal Finance OR BUS 150 Business Math.....3
OAD 101	Beginning Keyboarding3
OAD 103	Intermediate Keyboarding3
OAD 125	Word Processing3
OAD 131	Business English3
OAD 138	Records/Information Management3
OAD 243	Spreadsheet Applications3
Total Credit Hours.....	39

Business Communications

Short-Term Certificate (STC)

While pursuing the Office Administration AAS degree and upon successful completion of the courses identified below, the stackable Business Communications Short-Term Certificate will be awarded to students.

	CREDITS
BUS 215	Business Communications3
OAD 101	Beginning Keyboarding3
OAD 125	Word Processing3
OAD 131	Business English3
OAD 246	Office Graphics and Presentation3
Total Credit Hours.....	15

Microsoft Office

Short-Term Certificate (STC)

While pursuing the Office Administration AAS degree and upon successful completion of the courses identified below, the stackable Microsoft Office Short-Term Certificate will be awarded to students.

	CREDITS
OAD 101	Beginning Keyboarding3
OAD 125	Word Processing3
OAD 243	Spreadsheet Applications3
OAD 244	Database Applications3
OAD 246	Office Graphics and Presentation3
Total Credit Hours.....	15