



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	Computer Applications	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra OR MTH 112	3
ORI 105	Orientation and Student Success	3
SPH 106	Fundamentals of Oral Communication OR Fund. Of Public Speaking (SPH 107)	3
History, Social and Behavioral Sciences Elective*		3
Humanities and Fine Arts Elective*		3
Math or Natural Science Elective*		3-4
Total General Education Credit Hours.....		24-25

Refer to the Academic Division section of the College Catalog & Student Handbook for general education 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 Business Math (BUS 150)	3
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I OR Financial Record Keeping (OAD 135)	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 Embedded Certificate (CER)

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

		CREDITS
CIS 146	Computer Applications	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra OR MTH 112	3
SPH 106	Fundamentals of Oral Communication OR Fund. Of Public Speaking (SPH 107)	3
ORI 105	Orientation and Student Success	3
BUS 100	Introduction to Business	3
BUS 146	Personal Finance OR Business Math (BUS 150)	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
Total Credit Hours		39

Business Communications Embedded 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 may be awarded to students.

		CREDITS
BUS 215	Business Communications	3
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
OAD 131	Business English	3
OAD 246	Office Graphics and Presentation	3
Total Credit Hours		15



Office Applications Specialist **Embedded Short-Term Certificate (STC)**

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

		CREDITS
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
OAD 243	Spreadsheet Applications	3
OAD 246	Office Graphics and Presentation	3
Total Credit Hours		12

Microsoft Office **Embedded 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 may be awarded to students.

		CREDITS
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
OAD 243	Spreadsheet Applications	3
OAD 244	Database Applications	3
OAD 246	Office Graphics and Presentation	3
Total Credit Hours		15