

## **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		

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CIS 146	Microcomputer Applications .....3
ENG 101	English Composition I .....3
MTH 100	Intermediate College Algebra .....3
SPH 106	Fundamentals of Oral Communication .....3
ORI 105	Orientation and Student Success .....3
BUS 100	Introduction to Business .....3
BUS 146	Personal Finance <b>OR</b> BUS 150 Business Math.....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
<b>Total Credit Hours.....</b>	<b>39</b>

### **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.

	<b>CREDITS</b>
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
<b>Total Credit Hours.....</b>	<b>15</b>

### **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.

	<b>CREDITS</b>
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
<b>Total Credit Hours.....</b>	<b>15</b>