

Office Administration Program A.A.S. Degree

This career program is designed for the student who wants to work as an administrative assistant in a large or small business environment. Students develop the business and technological skills needed to advance in the field of office management. This program also prepares students for their job search by developing their resume and honing their interviewing skills. A grade of "C" or higher in all career courses is required to graduate with an A.A.S. degree or an Office Assistant Certificate. Courses will prepare students for the Microsoft Certified Application Specialist (MCAS) exams.

Graduates of this program will be able to:

- Communicate information clearly and effectively in a variety of modes
- Utilize technology to produce a variety of business applications
- Utilize both hard and soft skills in a multiuser environment to assess and process relevant information
- Demonstrate problem-solving and decision-making skills as an individual or as a member of a team
- Complete a comprehensive research project

Requirements

General Education - 20 credits as described on page 51 of the Catalog.

The following general education courses are recommended for students choosing this program.

(Credit hours listed with each course)

ENGL 121 English Composition: 3

The Writing Process

SPCH 115 Public Speaking 3

Career Studies – 31 credits as follows:

OADM 101 Computer Keyboarding* 3

OADM 115 Introduction to Windows* 2

OADM 116 Microsoft Office 4

OADM 120 Business Communication Skills* 3

OADM 130 Administrative Office 3

Management (offered Spring only)

OADM 141 Excel for Windows 4

OADM 165 PowerPoint for Windows 3

OADM 185 Microsoft Access Database 3

OADM 231 Integrated Office Management 3

(Offered Spring term only)

OADM 251 Microsoft Word for Windows 3

Electives 9

**These Career Studies courses should be taken first.
Some courses in the program may not be offered in
the evening or during both the Fall and Spring terms.*

Office Assistant Academic

Credit Certificate

This short program of study provides a variety of information-processing tasks required by entry-level office jobs. Credits earned may be applied toward the A.A.S. degree. Upon completion, students are awarded a Certificate of Proficiency.

Graduates of this certificate program will be able to:

- Communicate information and ideas clearly and effectively in both written and oral communication modes
- Use technology appropriately to produce a variety of business applications
- Use both hard and soft skills in a multi-user environment to assess and process relevant information
- Demonstrate problem-solving and decision-making skills as an individual and as a member of the team
- Employ appropriate skills for gathering and retaining information to complete article reviews.

Requirements

General Education - 6 credits:

(Credit hours listed with each course)

Required:

ENGL 121 English Composition 3

Writing Process

Recommended:

SPCH 115 Public Speaking 3

Career Studies - 22 credits as follows:

OADM 101 Computer Keyboarding* 3

OADM 115 Introduction to Windows* 2

OADM 116 Microsoft Office 4

OADM 120 Business Communication Skills* 3

OADM 130 Administrative Office 3

Management

OADM 141 Excel for Windows 4

OADM 251 Microsoft Word for Windows 3

Electives 3

Total Credits 31

Suggested Sequence - Office Administration Program

A.A.S. Degree

The following sequence is an example of how this degree can be completed in two years. This sequence is based on satisfaction of all Basic Skills requirements and prerequisites and presumes a Fall Term start date. An individual's program may vary depending on transfer institution, career objectives, or individual needs. See your counselor for other options and to monitor your progress.

Course Code Credits Course Code Credits

SEMESTER 1 SEMESTER 2

*OADM 101 3 OADM 116 4

OADM 115 2 **OADM 130 3

OADM 120 3 OADM 251 3

General Education (1) 3 Elective 6

ENGL 121 3 16

14 ***NOTE: OADM130 offered in the Spring*

**Must be taken first semester, day only.*

SEMESTER 3 SEMESTER 4

OADM 141 4 OADM 185 3

OADM 165 3 ***OADM 231 3

Communications 3 General Education 3

Social Sciences 3 Mathematics or Science or 3-4

Humanities 3 Technological or Info Literacy

16 Elective 3

15-16

Total Credits for Degree 61-62

***OADM 231 must be taken fourth semester.

NOTE: OADM 231 is offered once a year in the Spring semester.

(1) One course is recommended from the Cultural & Global Awareness knowledge area.

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