Office Administration, AAS
School of Business

Program Description

The Office Administration AAS is designed to prepare students for administrative positions in an office setting. Course work is presented in general education, office technology, business procedures and computer technology.

Career Opportunities

Graduates of the Office Administration AAS may find employment as administrative assistants, executive office managers, office managers, executive secretaries, receptionists and personnel clerks. Following provided pathways may also help graduates find employment as medical administrative assistants, medical office personnel, patient access representatives, hospitality administrative assistants, and legal administrative assistants. Opportunities are available in large corporations, small business offices, insurance offices, nonprofit organizations, medical and legal offices, hospitality businesses, and government offices. See Pathway plans.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Use advanced keyboarding, document processing and information management skills.
- Effectively use the Microsoft Office Suite in word processing, spreadsheets, database applications, presentation and desktop publishing software applications.
- Proofread and edit copy with a high degree of accuracy.
- Use appropriate office procedures in records management, telephone communications, electronic and hard copy mail, meetings and conferences, travel arrangements and financial matters.
- Adapt to the changing nature of technology, equipment and procedures while retaining appropriate office practices.
- Work independently or in teams to demonstrate effective interpersonal and problem-solving skills, attitudes, work habits, professional behavior and ethics.
- Provide ethical service to a diverse customer base.

Sugg. Term	Seq #	Course ID	Course Title	Cr	Prereq/Coreq(Co)	Options Available
1st Fall	1	PDV 101	First Year Seminar	1		
	2	BUS 120	Mathematics of Business	3	MTH 050 or Placement	
	3	ENG 161	College Writing	3	ENG 085 or Placement	
	4	OFT 110	Document Processing I	3	OFT 100 or Satisfactory Skills Test	
	5	BUS 140	Introduction to Business	3		
	6	OFT 190	Word for Windows	3		
1st Spring	7	Elective	Restrictive Elective	3		See List
	8	BUS 145	Excel for Business Environment	3		
	9	ENG 163	Business Communication	3	ENG 161	ENG 162
	10	OFT 185	PowerPoint	1		
	11	SPC 156	Interpersonal Communication	3		SPC 155
	12	Elective	Social Science Elective	3		
2nd Fall	13	ACC 230	Integrated Accounting Software	3		
	14	ACC 234	Payroll and Database Software	3		
	15	OFT 220	Transcription	3	OFT 110	
	16	OFT 235	Customer Service	3		
	17	OFT 102	Acrobat Essentials	1		
	18	Elective	Restricted Elective	3		See List
2nd Spring	19	CPT 278	Integrated Office Applications	3	CPT 195 or BUS 145, CPT 196, OFT 185 & OFT 190	
	20	OFT 225	Proofreading	3		
	21	OFT 280	Office Management	3	OFT 110, OFT 140, and 20 hrs of OFT Courses	OFT 299
	22	BUS 188	Social Media in Business	3		
	23	Elective	Restricted Elective	3		See List

Minimum Program Credits   63   OTA

Legal Pathway
LAS 101 The Legal Assistant
LAS 111 Legal Analysis
LAS 210 Legal Writing

Business Pathway
BUS 158 Principles of Management
BUS 241 Human Resource Management
BUS 262 Entrepreneurship
BUS 275 Organizational Behavior

Healthcare Pathway
HCM 145 Medical Office Procedures
HCM 150 Introduction to Health Information
HCM 155 Introduction to Electronic Health Record

Hospitality Pathway
FSM 103 Introduction to the Hospitality Industry
HMT 262 Lodging and Property Management
HMT 266 Event Management