

## Office Administration, Diploma

### School of Business

#### Program Description

The Office Administration Diploma offers course work in office administration, office procedures and computer applications. Courses in this diploma may be applied toward the Office Administration AAS.

#### Career Opportunities

Graduates of the Office Administration Diploma may find employment as administrative assistants, office managers, receptionists, personnel clerks and word processors. Opportunities are available in large corporations, small business offices, insurance offices, nonprofit organizations, legal offices, and government offices.

#### Program Learning Outcomes

Upon successfully completing this program, students will be able to:

- Key documents using touch-typing with a high degree of speed and accuracy.
- Understand filing principles and office procedures
- Achieve proficiency using Microsoft Office word processing, spreadsheets, and presentation software applications.
- Compose and edit business correspondence, reports, and forms.
- Provide ethical service to a diverse customer base.

Sugg. Term	Seq #	Course ID	Course Title	Cr	Prereq/Coreq(Co)	Options Available
Fall	1	PDV 101	First Year Seminar	1		
	2	CPT 150	Microcomputer Concepts	3		
	3	ENG 161	College Writing	3	ENG 085 with Permission of Instructor, ENG 095 or Placement	
	4	OFT 110	Document Processing	3	OFT 100 or Satisfactory Skills Test	
	5	BUS 140	Introduction to Business	3		
	6	OFT 190	Word for Windows	3		
Spring	7	BUS 120	Mathematics of Business	3	MTH 050 or Placement	
	8	BUS 145	Excel for Business Environment	3		
	9	ENG 163	Business Communication	3	ENG 161	
	10	OFT 185	PowerPoint	1		
	11	OFT 235	Customer Service	3		
	12	Elective	Restricted Elective	3	Varies	See List

Minimum Program Credits

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OADM

Restricted Electives: BUS 158; BUS 241; BUS 262; BUS 275; HCM 150; LAS 101