

Associate in Applied Science, Office Administration

Degree Type

A.A.S.

Student Learning Outcomes

Graduates of the Office Administration Program (General Option) will be able to:

- Create, format, and edit business documents. (BUS 215)
- Perform office support tasks. (OAD 218)
- Apply basic knowledge to student-created spreadsheets. (OAD 243)

Area I - Written Composition (3 Credits)

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION	3

Area II - Humanities & Fine Arts (6 Credits)

Fundamentals of Oral Communication or Public Speaking

Choose from:

Item #	Title	Credits
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3

Humanities & Fine Arts

Choose from:

Item #	Title	Credits
ART 100	ART APPRECIATION	3
ART 203	ART HISTORY I	3
ART 204	ART HISTORY II	3
MUS 101	MUSIC APPRECIATION	3
PHL 206	ETHICS AND SOCIETY	3
REL 100	HISTORY OF WORLD RELIGIONS	3
REL 151	SURVEY OF THE OLD TESTAMENT	3
REL 152	SURVEY OF THE NEW TESTAMENT	3
SPA 201	INTERMEDIATE SPANISH I	3
SPA 202	INTERMEDIATE SPANISH II	3
THR 120	THEATER APPRECIATION	3
THR 126	INTRODUCTION TO THEATER	3

Area III - Natural Sciences & Mathematics (6 Credits)

Microcomputer Applications

Item #	Title	Credits
CIS 146	COMPUTER APPLICATIONS	3

Mathematics

Choose from:

Item #	Title	Credits
BUS 271	BUSINESS STATISTICS I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
MTH 103	INTRODUCTION TO TECHNICAL MATHEMATICS	3
MTH 110	FINITE MATHEMATICS	3
MTH 112	PRECALCULUS ALGEBRA	3
MTH 113	PRECALCULUS TRIGONOMETRY	3
MTH 116	MATHEMATICAL APPLICATIONS	3
MTH 120	CALCULUS AND ITS APPLICATIONS	3
MTH 125	CALCULUS I	4
MTH 126	CALCULUS II	4
MTH 227	CALCULUS III	4
MTH 231	MATH FOR THE ELEMENTARY TEACHER I	3
MTH 232	MATH FOR THE ELEMENTARY TEACHER II	3
MTH 237	LINEAR ALGEBRA	3
MTH 238	APPLIED DIFFERENTIAL EQUATIONS I	3
MTH 265	ELEMENTARY STATISTICS	3

Area IV - History, Social, & Behavioral Sciences (3 Credits)

Item #	Title	Credits
GEO 100	WORLD REGIONAL GEOGRAPHY	3
HIS 101	WESTERN CIVILIZATION I	3
HIS 102	WESTERN CIVILIZATION II	3
HIS 201	UNITED STATES HISTORY I	3
HIS 202	UNITED STATES HISTORY II	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SOC 200	INTRODUCTION TO SOCIOLOGY	3
SOC 210	SOCIAL PROBLEMS	3

Area V - Pre-Professional, Major, & Elective Courses (45 Credits)

Technical Core

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 125	WORD PROCESSING	3
OAD 131	BUSINESS ENGLISH	3
OAD 218	OFFICE PROCEDURES	3
OAD 243	SPREADSHEET APPLICATIONS	3
BUS 215	BUSINESS COMMUNICATION	3
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
	Micro/Macroeconomics	3

Electives

Choose from:

Item #	Title	Credits
ACC 129	INDIVIDUAL INCOME TAXES	3
ACT 249	PAYROLL ACCOUNTING	3
BUS 105	CUSTOMER SERVICES	3
BUS 146	PERSONAL FINANCE	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 248	MANAGERIAL ACCOUNTING	3
OAD 101	BEGINNING KEYBOARDING	3
OAD 126	ADVANCED WORD PROCESSING	3
OAD 211	MEDICAL TERMINOLOGY	3
OAD 217	OFFICE MANAGEMENT	3
OAD 231	OFFICE APPLICATIONS	3
OAD 241	OFFICE CO-OP	3
OAD 246	OFFICE GRAPHICS AND PRESENTATIONS	3
WKO 106	WORKPLACE SKILLS	3
	Total Credits	63