

• Office Administration - Administrative Assistant •
Associate in Applied Science Degree

LENGTH: Four Semester (Two-Year) Program

PURPOSE: The Associate of Applied Science Degree in Office Administration - Administrative Assistant is an occupational degree. Every day the demand for skilled administrative assistants increases as business and industry continue to grow and expand.

OCCUPATIONAL OBJECTIVES: This curriculum is designed to prepare students to enter full-time employment in the administrative assistant field.

AREA I WRITTEN COMPOSITION

ENG 101.....English Composition I..... 3

AREA II HUMANITIES AND FINE ARTS

ART 100 or MUS 101Art Appreciation or Music Appreciation 3

SPH 107Fundamentals of Public Speaking 3

AREA III NATURAL SCIENCES AND MATHEMATICS

MTH 116 or BUS150Mathematical Applications or Business Math..... 3

OAD 125Word Processing 3

Natural Science Elective 4

AREA IV HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE

Social Science Elective 3

AREA V PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES

BUS 215Business Communications 3

CPT 130.....Introduction to Information Systems 3

OAD 103*Intermediate Keyboarding 3

OAD 104Advanced Keyboarding 3

OAD 130Electronic Calculations 3

OAD 137Computerized Financial Record Keeping..... 3

OAD 217 or OAD 242.....Office Management/Office Internship..... 3

OAD 243Spreadsheet Applications..... 3

OAD 230Computerized Desktop Publishing 3

OAD 126Advanced Word Processing..... 3

OAD 218Office Procedures..... 3

OAD 200Machine Transcription 3

OAD 246Office Graphics and Presentations 3

WKO 107.....Work Place Skills Preparation..... 1

CHOOSE TWO OF THE FOLLOWING COURSES 6

OAD 127Business Law

OAD 138Records/Information Management

OAD 233Trends in Office Technology

Total Hours..... 68

*Must be able to keyboard at 35 wpm or successfully complete OAD103.