

Office Administration

Office Administration

OWENS CAMPUS

Fall 2021

The Office Administration program offers a flexible program leading to the Associate Degree in Applied Science. While software applications and office administration skills are the foundation of this program, the course elective structure allows students the opportunity to acquire a broad base of business and computer skills to enhance upward mobility. Software certification opportunities are available.

PROGRAM SPECIFIC ADVISEMENT STATEMENT

Courses - Semester 1

	Credits	Lecture	Lab
SSC 100 - First Year Seminar	1	1	0
ENG 101 - Composition I	3	3	0
(MAT 145 - Math of Finance)	3	3	0
OAT 121 - Keyboarding	3	2	2
BUS 101 - Introduction to Business	3	3	0

Courses - Semester 2

	Credits	Lecture	Lab
ENG 102 - Composition II	3	3	0
(ECO 111 - Macroeconomics)	3	3	0
OR ECO 122 - Microeconomics)	3	3	0
OAT 152 - Excel	3	2	2
OAT 157 - Word Level I	3	2	2
OAT 159 - PowerPoint	3	2	2

Courses - Semester 3

	Credits	Lecture	Lab
ACC 101 - Accounting I	3	3	1
ENG 124 - Oral Communications	3	3	0
OAT 258 - Word Level II	3	2	2
OAT 251 - Access	3	2	2

Courses - Semester 4

	Credits	Lecture	Lab
OAT 240 - Integrated Business Applicatns	3	2	2
OAT 242 - Desktop Publishing	4	3	2
BUS 275 - Portfolio and Professionalism	3	3	0
ACC 162 - Computerized Accounting	3	2	2

Approved Electives

Select one social science/humanities elective (Group A) to take in the third semester. Select two support electives (Group B) to take in the fourth semester.

Group	Courses	Credits	Lecture	Lab
A	PSY 121 - General Psychology	3	3	0
A	SOC 111 - Sociology	3	3	0
A	SPA 133 - Using Beginning Spanish	3	3	0
A	SPA 136 - Spanish Communication I	4	4	1
A	SPA 137 - Spanish Communication II	4	4	0
B	BIO 100 - Medical Terminology	3	3	0

B	MKT 212 - Principles of Marketing	3	3	0
B	MKT 214 - Advertising and Promotion	3	3	0
B	MGT 212 - Principles of Management	3	3	0
B	COM 111 - Human Communications	3	3	0
B	PLG 170 - Intro to the Legal System	3	3	0
B	SOC 215 - Business Ethics	3	3	0

*To complete program requirements, you must pass the above courses and earn at least **62 credits**. The number of courses and credits required for graduation may be more depending on your need for developmental education courses and the elective choices you make (if electives are a part of the program). Some programs also have college-level courses that you must take if you do not score at a certain level on the College Placement Test. If this applies to your program, the courses are listed at the top of the sequence sheet before the first semester of the course list.*