



Office Administration

Associate of Applied Science (AAS) Degree Program

Division of Business & Information Technology

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The Office Administration Associate of Applied Science (AAS) Degree program is designed to prepare students for office administration, management support, and information management careers in order to effectively confront the new and diverse multifaceted challenges prevalent in today's business and industry environment. The program covers current office administration principles, concepts, and organizational trends. Students gain proficiency in administration, management, computer, and information technologies. They complete an academic component to gain an understanding of professional responsibilities in our global society. Emphasis is placed on developing problem-solving and decision making abilities in addition to technical skills. Emphasis is placed on developing problem solving and decision-making abilities in addition to technical skills.

The Program Learning Outcomes from the Office Administration degree program are as follows:

- 📌 Demonstrate office administration skills.
- 📌 Perform basic accounting and business math operations.
- 📌 Use current computer programs, including word processing, spreadsheet, and database software for office administration functions.
- 📌 Communicate professionally, both in writing and in person.
- 📌 File and organize documents.
- 📌 Produce word processing documents and spreadsheets as they relate to office administration.
- 📌 Spell, proofread and use proper business English for a variety of business forms, letters and documents.
- 📌 Identify and evaluate professional business standards and procedures in office administration.
- 📌 Demonstrate professional verbal and nonverbal communication skills.
- 📌 Demonstrate professionalism in a business environment.
- 📌 Use proficient typing skills to develop an appropriate resume, cover letter, business letters, brochures, pamphlets, and community agency lists.

Students majoring in Office Administration are required to take the Vocational General Core Requirements 1 – 5 for an Associate of Applied Science (AAS) Degree program on page 11-18 as well as the following CORE 6 and CORE 7 courses:

Core 6 – Office Administration				18 Credits Required	
Course #	Name of Course	Offered	Credits	Semester Taken	Grade
CAPP 131	Integrated Business Application	Spring	3		
CAPP 154	Microsoft Word I	Fall	3		
CAPP 155	Desktop Publishing	Spring	3		
CAPP 156	Computer Spreadsheets	Fall	3		
CAPP 158	Computer Database	Fall	3		
CAPP 164	Microsoft Word II	Spring	3		
Core 7 – ACTG, BFIN, BGEN, OAD				21 Credits Required	
ACTG 201	Financial Accounting I	Fall	3		
BFIN 205	Personal Money Management & Investment	Fall	3		
BGEN 105	Intro to Business	Every	3		
OAD 117	Information Management	Fall	2		
OAD 131	Business Communications	Fall	2		
OAD 221	Electronic Office Procedures	Fall	2		
OAD 225	Office Management	Spring	2		
OAD 231	Secretarial Topics	Spring	2		
OAD 299	Office Administration Internship	Every	2		
Total Core 6 & 7 Credits To Be Completed By Student			39		