

# Office Administration – Administrative Assistant (CIP 52.0402)

281-756-3822

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

**Purpose:** The Associate of Applied Science Degree curriculum in Office Administration offers courses which prepare the student for employment in the business office. It is designed for those seeking first employment and for those currently employed who are seeking promotion.

**Program Requirements:** The two-year curriculum in Office Administration provides instruction in areas required for competence as an administrative assistant or an office manager.. The student will gain at least eight months work experience related to this field. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Office Administration in addition to the Administrative Support Certificate and the Office Assistant Certificate.

## Associate of Applied Science Degree Program

Course Number	Course Title	Credits
<b>AM - Semester 1 (Fall 2016)</b>		
PSYC 1300	Learning Framework	3
POFT 1309	Business Office Procedures I	3
POFT 1329	Beginning Keyboarding (Word)	3
POFT 1319	Records Management I	3
POFI 1301	Computer Applications I (Microsoft Office)	3
		<b>15</b>
<b>Second Semester</b>		
POFT 1325	Business Math Using Technology	3
POFI 2301	Word Processing (Word)	3
**BMGT 1305	Communications in Management	3
POFI 1341	Computer Applications II (Adobe Acrobat, Visio, Publisher, SAP)	3
ACNT 1303	Introduction to Accounting	3
		<b>15</b>
<b>Third Semester</b>		
POFI 1349	Spreadsheets (Excel)	3
Emphasis Electives:	Select one course from Emphasis Electives:	3
ACNT 1311 or	Intro to Computerized Accounting (QuickBooks)	
HITT 1305 or	Medical Terminology I	
POFL 1340	Legal Office Procedures II	
*POFT 1382	Co-Op- General Office Occupations & Clerical Services	3
*MATH 1314	College Algebra	3
*ENGL 1301	Composition I	3
		<b>15</b>
<b>Fourth Semester</b>		
Emphasis Electives:	Select one course from Emphasis Electives:	3
*BMGT 1327 or	Principles of Management	
*POFM 1317 or	Medical Administrative Support	
***LGLA 1345	Civil Litigation	
*POFT 2382	Co-Op-General Office Occupations & Clerical Services	3
*Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
*Creative Arts or	Select from Creative Arts Core Curriculum	3
*Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
POFT 1300	Career Exploration & Planning	3
		<b>15</b>
Total Credits Required for AAS Office Administration-Administrative Assistant . . . . .		<b>60</b>

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

\*Capstone course.

\*\*Course description is under the Management department.

\*\*\*Course description is under the Paralegal department.

**Business Office Management Emphasis - ACNT 1311 Intro to Computerized Acct, BMGT 1327 Principles of Management**

**Medical Office Management Emphasis - HITT 1305 Medical Terminology, POFM 1317 Medical Administrative Support**

**Legal Office Management Emphasis - POFL 1340 Legal Office Procedures II, LGLA 1345 Civil Litigation**