

Office Administration – Administrative Assistant (CIP 52.0402)

281-756-3822

Associate of Applied Science Degree Program (A.A.S.)

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

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

Business Office Management Emphasis - ACNT 1311 Intro to Computerized Acct, BMGT 1325 Business Office 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