

OFFICE ADMINISTRATION

ASSOCIATE OF SCIENCE

Quarter Credit Hours Required = 96

Contact Hours Required = 1170

Today, office professionals assume many of the responsibilities formerly handled by managerial and professional personnel, in addition to supporting executive staff. While phone and keyboard skills continue to be essential to the positions, office professionals may find training, research, meeting planning, file and project management, and travel and calendar coordination added to their responsibilities. Proficiency in using scanners, creating presentations, developing data bases, designing newsletters, setting up telephone and web conferences, and creating spreadsheets is also expected.

With the Office Administration degree, students can confidently compete in virtually all types of organizations for office positions such as administrative assistant, customer service representative, executive secretary, data entry specialist, computer support assistant, word processor, office manager, and more. In addition, student professionalism, skill development and software proficiency are enhanced through preparation for testing for the Microsoft MCAS Office 2007 certification. Students will experience real life work scenarios, deadline pressure, and communication challenges involving critical thinking, decision making, and team coordination.

Upon successful completion of this program, students should be able to

- demonstrate practical proficiency in the use and application of current computer hardware and software;
- communicate effectively through written, oral, and visual delivery in a manner appropriate for an office setting;
- exhibit critical-thinking, analytical, problem-solving, and decision-making skills;
- demonstrate ability to develop, organize, edit, and publish a variety of office documents;
- demonstrate an ability to collect, analyze, and logically document information;
- show an ability to read and interpret instructions and material pertinent to understanding a task or project; and
- coordinate a successful job search.

	<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>Externship Hours</u>	<u>Total Hours</u>	<u>Quarter Credit Hours</u>	
FOUNDATION:						
EDU 1010	Learning Framework	40	0	0	40	4
EDU 1020	Career Exploration/Planning	40	0	0	40	4
AREA OF CONCENTRATION:						
AOM 1010	Keyboarding	20	40	0	60	4
AOM 1020	Intermediate Keyboarding	20	40	0	60	4
AOM 1100	Word Processing	20	40	0	60	4
AOM 1110	Intermediate Word Processing	20	40	0	60	4
AOM 1200	Spreadsheets	20	40	0	60	4
AOM 1300	Database Management	20	40	0	60	4
AOM 1400	Presentations	20	40	0	60	4
AOM 2120	Desktop Publishing	20	40	0	60	4
AOM 2230	Intermediate Spreadsheets	20	40	0	60	4
AOM 3000	Administrative Office Management Capstone	10	60	0	70	4
BUS 1000	Introduction to Business	40	0	0	40	4
BUS 1100	Business Communication	40	0	0	40	4
BUS 2750	Workplace Ethics and Expectations	40	0	0	40	4
BUS 2760	Personnel Management	40	0	0	40	4
AREA OF CONCENTRATION ELECTIVES:						
A minimum of 8 credit hours are to be selected in consultation with the Program Director from approved office administration courses offered at Virginia College or transferred from another accredited institution.						
Area of Concentration Electives	80	0	0	80	8	
GENERAL EDUCATION:						
These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 24 quarter hours as indicated below:						
Communications	120	0	0	120	12	
Humanities and Fine Arts	40	0	0	40	4	
Mathematics	40	0	0	40	4	
Social and Behavioral Sciences	40	0	0	40	4	
TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED	750	420	0	1170	96	