## Associate of Applied Business in Office Administrative Services

A management team is complete only with a qualified administrative staff. The office administrative services technology develops well-trained graduates for positions in business and in governmental agencies as principal assistants to the managers and administrators of industrial corporations, financial institutions, colleges and schools, hospitals, clinics, law firms, governmental agencies and small businesses.

Graduates' skills include records management, keyboarding, operating word processing software programs on the PC, accounting, and composing business letters and reports. They also prioritize work, process mail, arrange business trips, make appointments, answer the phone, operate photocopy machines and assist in routine office duties. They may supervise other office employees.

Career Outlook

This occupation is one of the largest in the United States. Employment opportunities should be very good, especially for those who have obtained excellent communication skills. Although many of the tasks that secretaries and administrators perform have become automated, it will be those tasks which require personal contact and communication which will continue to play a key role in the office activities of most organizations. Those duties include planning conferences, receiving clients and giving staff instructions. It is expected that several hundred thousand administrative assistant positions will be open annually throughout the U.S.
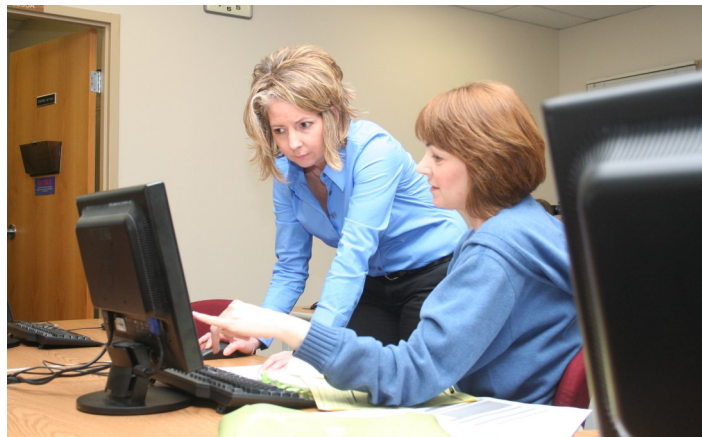
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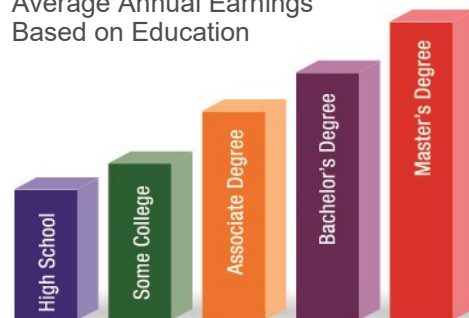
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(419) 267-1320
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www.NorthwestState.edu   **2022-2023**

Education Pays
Average Annual Earnings
Based on Education

High School | Some College | Associate Degree | Bachelor's Degree | Master's Degree

Based on data from the Bureau of Labor Statistics

PROGRAM SEQUENCE

Northwest State
Community College

First Semester		Credits
CIS104*	Desktop Management	1
+ CIS112*	Microsoft Word	3
CIS119*	PowerPoint	1
ENG111	Composition I	3
OAS101*	Business Document Formatting & Skillbuilding	3
+	Accounting Elective	3
		14

Second Semester		Credits
+ CIS113*	Microsoft Excel	3
CIS117*	Microsoft Publisher	3
CIS118*	Access	1
ENG112	Composition II	3
+ OAS102	Advanced Business Document Formatting & Skillbuilding	3
+ OAS105	Document Editing & Proofreading	2
+ OAS160	Administrative Technology & Procedures	3
		18

Third Semester		Credits
+ OAS200	Speedbuilding	1
	Humanities Elective	3
	Management Elective	3
	Mathematics Elective	3
	Natural Science Elective	3-4
		13-14

Fourth Semester		Credits
+ ACC120	Payroll Accounting	3
+ BUS211	Business Communications	3
+ OAS249	Advanced Microsoft Suite	3
+ OAS291	Internship I	1
	Social Behavioral Science Elective	3
+	Technical Elective	3
		16

Total Program Credit Hours   **61-62**

Accounting Electives:
ACC111 – Financial Accounting
OAS103 - Office Accounting

Management Electives:
MGT110 - Management
MGT120 - Supervision
MGT210 - Human Resource Management

Mathematics Electives:
MTH105 - Quantitative Reasoning
MTH109 - College Algebra
STA120 - Introduction to Statistics

Technical Electives:
ACC260 - Accounting on Computers
OAS180 - Medical Terminology

* CIS090 Introduction to Computers & OAS 090 Keyboarding Basics are prerequisites to CIS104, CIS112, CIS113, CIS117, CIS118, CIS119 and/or OAS101 and/or OAS104. A placement test is available for CIS090 & OAS090. See the Admissions Office.

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

Course curriculum is subject to change. Please consult with an Academic Advisor for up-to-date information.   Updated 1/25/23