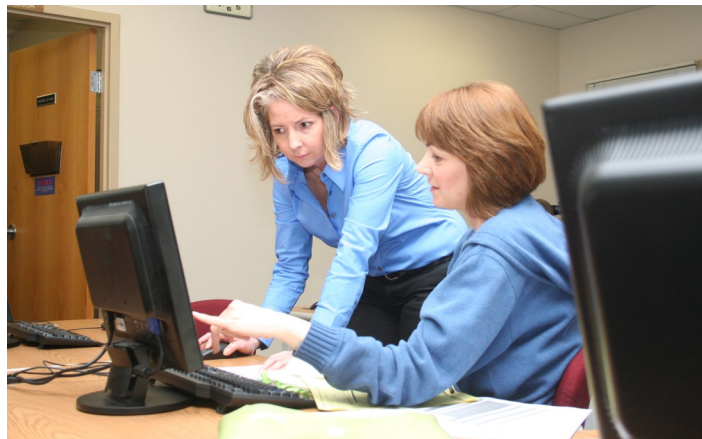


## Associate of Applied Business in Office Administrative Services

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.



## Allied Health & Public Services Division



Janet L. Koeplinger, BSN, MBA, RMA  
Dean

### Questions:

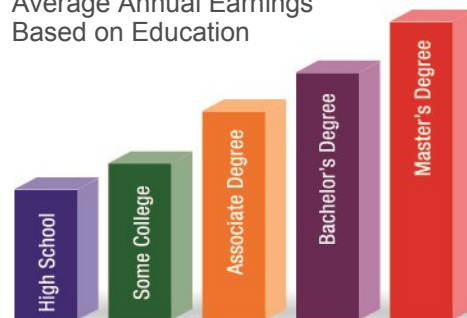
NSCC Admissions Office  
(419) 267-1320  
admissions@NorthwestState.edu

[www.NorthwestState.edu](http://www.NorthwestState.edu)

2016-2017

### Education Pays

Average Annual Earnings  
Based on Education



Based on data from the Bureau of Labor Statistics

NSCC is accredited by:  
The Higher Learning Commission  
(312) 263-0456

# PROGRAM SEQUENCE

<b>First Semester</b>		<b>Credits</b>
CIS104*	Desktop Management	1
+CIS112*	Microsoft Word	3
CIS119*	PowerPoint	1
ENG111	Composition I	3
OAS101*	Business Document Formatting & Skillbuilding	3
+OAS110	Records Management	3
		14

<b>Second Semester</b>		<b>Credits</b>
+CIS113*	Microsoft Excel	3
CIS117	Microsoft Publisher	1
CIS118*	Access	1
ENG112	Composition II	3
+OAS102	Advanced Business Document Formatting & Skillbuilding	3
+OAS105	Document Editing & Proofreading	2
+OAS160	Administrative Technology & Procedures	3
		16

<b>Third Semester</b>		<b>Credits</b>
+OAS200	Speedbuilding	1
+	Accounting Elective	3
	Humanities Elective	3
	Management Elective	3
	Mathematics Elective	3
	Natural Science Elective	3
		16

<b>Fourth Semester</b>		<b>Credits</b>
+BUS211	Business Communications	3
+OAS230	Transcription	3
+OAS249	Advanced Microsoft Suite	3
+OAS291	Internship I	1
+	Business Elective	3
	Social Behavioral Science Elective	3
		16

**Total Program Credit Hours** **62**

\* 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.