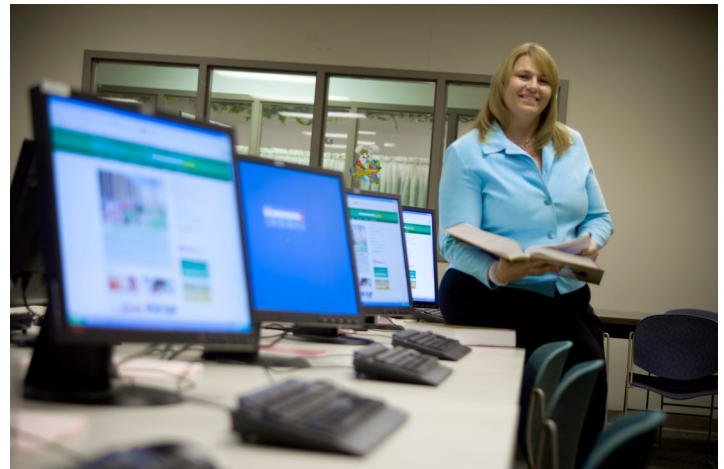
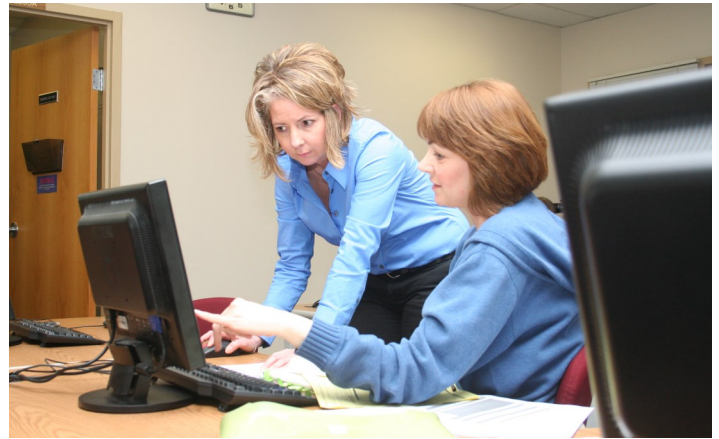


## Associate of Applied Business in Office Administrative Services

Office management is a critical component in efficient and effective office operations. All organizations need timely and effective office and administrative support to operate efficiently. Office and administrative support supervisors and managers coordinate this support. These workers are employed in virtually every sector of the economy, working in positions as varied as teller supervisor, customer services manager or shipping and receiving supervisor.

## Career Outlook

Although jobs for office and administrative support supervisors and managers are found in practically every industry, the largest number are found in organizations with a large administrative support workforce, such as banks, wholesalers, government agencies, retail establishments, business service firms, health care facilities, schools and insurance companies. Because of most organizations' need for continuity of supervision, few office and administrative support supervisors and managers work on a temporary or part-time basis.



## Business & Public Services Division



Jason Rickenberg, M.B.O.L., M.B.A.  
Dean

### Questions:

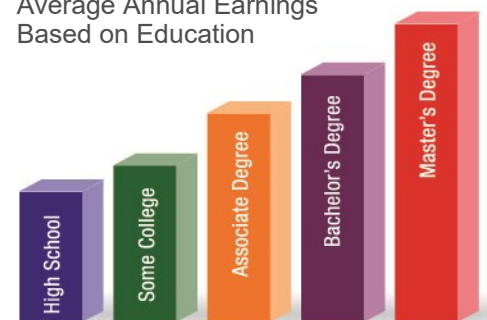
NSCC Admissions Office  
(419) 267-1320  
admissions@NorthwestState.edu

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

2019-2020

### 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  
[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

# PROGRAM SEQUENCE

<b>First Semester</b>		<b>Credits</b>
+ CIS112*	Microsoft Word	3
ENG111	Composition I	3
OAS101*	Business Document Formatting & Skillbuilding	3
+ OAS110	Records Management	3
+	Accounting Elective	3
		<hr/> 15

<b>Second Semester</b>		<b>Credits</b>
BUS221	Business Law	3
CIS113*	Microsoft Excel	3
+ CIS118*	Access	1
ENG112	Composition II	3
+ MGT110	Management	3
	Mathematics Elective	3
		<hr/> 16

<b>Third Semester</b>		<b>Credits</b>
ECO212	Microeconomics	3
+ MKT110	Marketing	3
+ OAS160	Administrative Technology & Procedures	3
+ PAR101	Law Office Management	3
	Natural Science Elective	3
		<hr/> 15

<b>Fourth Semester</b>		<b>Credits</b>
+ BUS211	Business Communications	3
CIS117*	Microsoft Publisher	1
+ MGT210	Human Resource Management	3
+ OAS291	Internship I	1
	Humanities Elective	3
	Social Behavioral Science Elective	3
+	Technical Elective	3
		<hr/> 16

\* CIS090 Introduction to Computers & OAS 090 Keyboarding Basics are prerequisites to CIS112, CIS113, CIS117 and/or CIS118. 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.

**Total Program Credit Hours** **63**