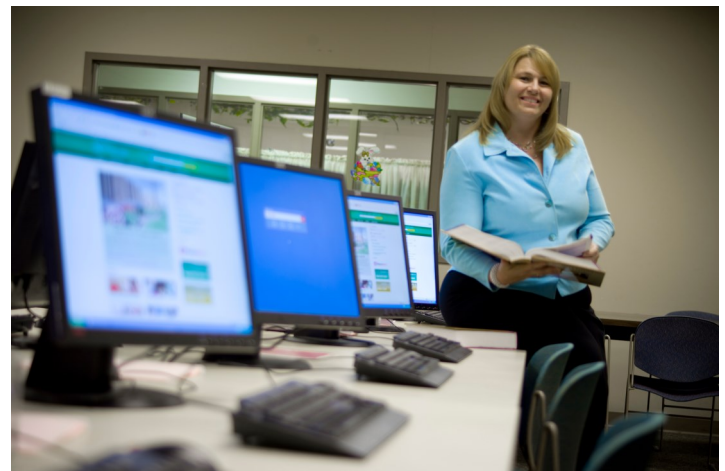
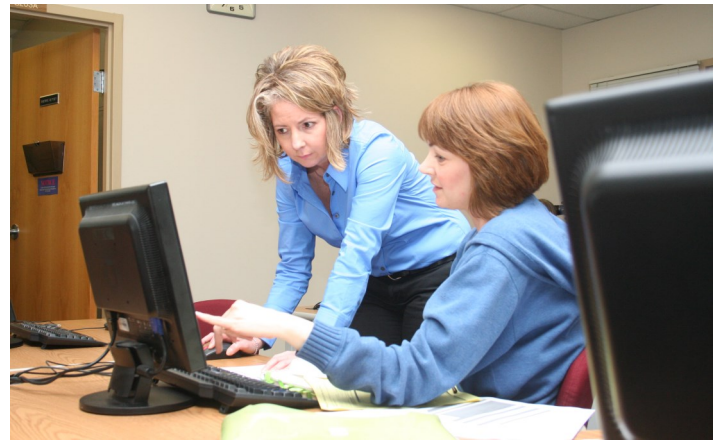


Associate of Applied Business in Office Administrative Services

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

2022-2023

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

PROGRAM SEQUENCE

First Semester		Credits
+ CIS112*	Microsoft Word	3
ENG111	Composition I	3
OAS101*	Business Document Formatting & Skillbuilding	3
+ MGT110	Management	3
+	Accounting Elective	3
		<hr/>
		15

Accounting Electives:

ACC111 – Financial Accounting
OAS103 - Office Accounting

Mathematics Electives:

MTH105 - Quantitative Reasoning
MTH109 - College Algebra
STA120 - Introduction to Statistics

Second Semester		Credits
BUS221	Business Law	3
CIS113*	Microsoft Excel	3
CIS117*	Microsoft Publisher	3
+ CIS118*	Access	1
ENG112	Composition II	3
+ OAS102	Advanced Business Formatting & Skillbuilding	3
		<hr/>
		16

Third Semester		Credits
ECO212	Microeconomics	3
+ MKT110	Marketing	3
+ OAS160	Administrative Technology & Procedures	3
	Mathematics Elective	3
	Natural Science Elective	3-4
		<hr/>
		15-16

Fourth Semester		Credits
+ BUS211	Business Communications	3
+ MGT210	Human Resource Management	3
+ OAS249	Advanced Microsoft Suite	3
+ OAS291	Internship I	1
	Humanities Elective	3
	Social Behavioral Science 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

62-63