

# ADMINISTRATIVE OFFICE PROFESSIONAL, ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science (AAS) Administrative Office Professional degree prepares the student for entry into administrative office positions leading to increasing levels of managerial responsibilities. These positions have titles such as: Administrative assistant, secretary, office assistant, and support specialist.

The program provides a strong foundation of office and technology skills as well as coursework in business communications, business theory, interpersonal relations, and business law. Program emphasis is placed on preparing the student to perform complex tasks including the integration of workplace skills that emphasize communication, teamwork, project management, and problem-solving.

This degree is a statewide program that provides connected instruction and pathways for completion between participating Oregon community colleges. Students may start at Southwestern, but complete and transfer credits to any of the participating colleges. Consult an advisor for complete information.

Students may choose to enter the program by completing one of four certificates within the Career Pathway. To see how this program links to others in the Pathway click here (<https://www.socc.edu/pathways/roadmapsaz/152-administrative-office-professional>).

## Graduation Requirements

Students must complete a minimum of 91 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a grade of 'C' or better. Twenty-four (24) credits must be completed at Southwestern before the AAS Administrative Office Professional degree is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply winter).

Note: There are four (4) separate paths to an AAS Administrative Office Professional degree.

## Pre-Program Courses

Students are required to take the following courses *prior* to the program courses, depending on students' college placement information. See advisor for details:

Code	Title	Credits
CIS90	Computer Basics	2
MTH20	Basic Mathematics	4
OA121	Beginning Keyboarding	3
WR90 or WR90R	Paragraph Fundamentals Academic Literacy	3-4

## Program Guide

Course	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
BA285	Human Relations in Organizations	3
CIS120	Concepts of Computing	4
CIS125W	Word Processing Applications	3
OA124	Keyboard Skill Building	3
OA220	Electronic Calculators	1
Credits		14
<b>Winter</b>		
AC2764 or BA212	Small Business Accounting or Principles of Accounting II	4
BA101	Introduction to Business	4
BA288	Customer Service	3
MTH82	Business Mathematics <sup>1</sup>	4
OA240	Filing and Records Management	3
Credits		18
<b>Spring</b>		
BA206	Management Fundamentals	3
BA217	Accounting Process	3
CIS135W	Advanced Word Processing	3
OA116	Office Procedures	3
WR121 or WR121H	English Composition <sup>2</sup> or English Composition w/Honors	3
Credits		15
<b>Second Year</b>		
<b>Fall</b>		
BA230	Business Law	4
BA284	Job Readiness	1
OA205	Proofreading and Editing	3
PE231	Wellness for Life <sup>3</sup>	3
Specific Electives <sup>4</sup>		3
Credits		14
<b>Winter</b>		
BA205	Solving Communication Problems	4
CIS125S	Spreadsheet Applications	3
SP111	Fundamentals of Public Speaking <sup>5</sup>	3
Specific Electives <sup>4</sup>		6
Credits		16
<b>Spring</b>		
BA224	Human Resource Management	3
CIS235	Integrated Computer Projects	4
OA280B	CWE: Office Admin AAS AOP	4
Specific Electives <sup>4</sup>		3
Students must complete 91 credits or more to graduate.		
Credits		14
Total Credits		91

<sup>1</sup> MTH60 Algebra I, MTH65 Algebra II, MTH95 Intermediate Algebra or higher may be substituted for MTH82 Business Mathematics.

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<sup>2</sup> WR115 Introduction to Expository Writing may be substituted for WR121 English Composition.

<sup>3</sup> HE250 Personal Health or three (3) credits of PE185 sport/activity courses may be substituted for PE231 Wellness for Life.

<sup>4</sup> Specific Electives: Select from any 100 level or higher AC, BA, CIS, CS, PSY, SOC, WR227 Report Writing or any MTH except MTH20 Basic Mathematics not otherwise required by the degree.

<sup>5</sup> SP100 Basic Speech Communications, SP218 Interpersonal Communication, or SP219 Small Group Discussion may be substituted for SP111 Fundamentals of Public Speaking.

## **Program Student Learning Outcomes**

Upon successful completion of this program the student will be able to:

- Apply human relations, organizational development, and critical thinking skills to solve problems in an office setting.
- Compose, proofread, and produce a wide range of business documents using appropriate software and equipment.
- Follow professional business procedures and standards.
- Store, retrieve, distribute, and manage information to support office and management personnel.
- Integrate computer, computation, communication, and critical thinking skills to accomplish complex office tasks and solve problems.
- Apply knowledge of the internal organization and management of an office.
- Work both independently and as part of a team.