

OFFICE ADMINISTRATION

Executive Office Administration Major

TECHNOLOGY & WORKFORCE DEVELOPMENT DIVISION

Program of Study

The continued evolution of office technology has resulted in many changes in today's electronic office. Graduates of the Executive Office Administration program are given administrative roles that require problem-solving and decision-making skills, as well as technological skills. The program provides students with the knowledge, skills, and professional foundation required for a career in today's modern office through both classroom instruction as well as student co'op and internships.

The faculty has identified the following Learning Outcomes for all graduates:

- Demonstrate a working knowledge of current legal, ethical, social, financial, and economic environmental factors as they apply to business
- Employ analysis and critical thinking skills to define a problem, identify possible solutions, and develop and implement a solution
- Demonstrate effective hands-on use of computer application software, including the entire suite of Microsoft Office products
- Work effectively as a member of a team
- Prepare, proofread, and edit business documents, as well as written and oral presentations using currently accepted presentation software
- Be prepared to become Microsoft Office Specialist Certified

POTENTIAL CAREERS:

This degree prepares students for careers in the categories of:

- Executive Assistant
- Office Manager
- Administrative Assistant
- Technical Office Assistant

Associate of Applied Business

TECHNICAL CONCENTRATION

		Credit Hrs.
MGT 1190	Management	3
MGT 1250	Leadership Development.	3
MGT 2670	Business Ethics	3
OAD 1150	Document Formatting I.	3
OAD 1160	Document Formatting II	3
OAD 1300	Office Procedures	3
OAD 1400	Personal and Professional Development	3
OAD 2151	Technical Office Skills	3
OAD 2600	Integrated Office Applications	3
OAD 2900	Executive Work Experience	2
	Total Technical Credit Hours	29

GENERAL EDUCATION AND RELATED COURSES

GEN 1000	First-Year Seminar	1
ACC 1100	Financial Accounting.	4
ACC 2330	Computerized Accounting	3
CIT 1090	Computer Fundamentals	3
Choose:	ENG 1050, College Composition I or ENG 1020	3
ENG 1900	Technical Writing	3
MTH 1110	Business Math	4
SPE 2010	Effective Speaking	3
	*Humanities Elective	3
	*Social Science Elective	3
	*Computer Applications Elective.	3
	Total General Education & Related Credit Hours	33
	TOTAL CREDIT HOURS	62

Students who are not keyboard proficient must enroll in OAD 1000, Basic Keyboarding.

* See page 95 for a listing of specific electives.

See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 97-103.

** All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Technology and Workforce Development Division office, Building E, Room 107 or on the web at www.terra.edu.