

Business Office-Administration

ASSOC OF APPLIED SCIENCE

Major code: 2196
Department: Business and Computer Information
Chair: Nila K Stephens
Advising: Nila K Stephens 541-881-5896

PROGRAM OVERVIEW

This program prepares students for a career in office administration. Students completing this program will be prepared for immediate employment in administrative support positions in both public and private organizations. Job duties may include providing, directing, and coordinating administrative office services. Students will have the opportunity to learn and get practical experience in application of a wide variety of office skills. This includes developing up-to-date knowledge and skills in office technologies.

This degree is designed for students wishing to directly enter the workforce. It is not designed for transfer to a four-year institution, although some coursework may be transferable. Students who wish to transfer coursework are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan and to identify and contact an advisor at their chosen transfer institution. A minimum of 90 credits and a minimum grade point average of 2.0 are needed to graduate with a degree.

FOUNDATION SKILLS REQUIREMENTS (13 CREDITS)

Writing: WR-121Z English Composition 4-credits
 Oral Communication: BA-214 OR SP-219 3-credits
 Mathematics Skills: BA-104 4-credits
 Human Relations: BA-204 3-credits

REQUIRED COURSES (68 CREDITS)

Courses are listed in suggested sequence.

YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
- BA 101	INTRO TO BUSINESS.....	4
- BA 131	INTRO TO BUSINESS COMPUTING.....	4
- BA 206	PRINCIPLES OF MANAGEMENT.....	3
- BT 105	PRESENTATION APPLICATIONS.....	1
- BT 210	EMAIL & PRODUCTIVITY APPLICATIONS.....	2
- BT 221	WORD PROCESSING PROCEDURES I.....	3
- BT 222	WORD PROCESSING PROCEDURES II.....	3
- BT 232	SPREADSHEET APPLICATIONS.....	4
- OA 116	OFFICE PROCEDURES.....	3
- OA 120	BUSINESS EDITING.....	3

YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
- BA 213	PRINCIPLES OF MANAGERIAL ACCTNG OR	
	BT 252 COMP ASSIST ACCT ii.....	4
- OA 280	COOP WORK EXP.....	2
- BA 211	PRINCIPLES OF FINANCIAL ACCOUNTING.....	4
- BA 226	BUSINESS LAW I.....	3
- BA 227	BUSINESS LAW II.....	3
- BA 255	PERSONNEL SUPERVISION.....	3
- BT 242	DATABASE APPLICATIONS.....	4
- BT 251	COMPUTER-ASSISTED ACCOUNTING I.....	3
- BT 290	INTEGRATED OFFICE APPLICATIONS.....	3
- OA 220	ADVANCED DOCUMENT PRODUCTION.....	3
- OA 240	RECORDS MANAGEMENT.....	3
- OA 251	OFFICE MANAGEMENT.....	3

Total number of credits..... 90

ELECTIVES (9 CREDITS)

Electives