

# Business Office Administration-Office Specialist

## CERTIFICATE (ONE YEAR)

**Major code:** 3195  
**Department:** Business and Computer Information  
**Chair:** Nila K Stephens  
**Advising:** Nila K Stephens 541-881-5896

### PROGRAM OVERVIEW

The one-year Office Specialist certificate prepares students for entry level employment in an office environment. All courses in this certificate can be applied to any of the two-year Office Administration Associate of Applied Science degree programs. A minimum grade point average of 2.0 is required to obtain the certificate.

### PROGRAM/DISCIPLINE OUTCOMES

Students who complete the Office Specialist Certificate will be prepared to:

- Compose well-organized written and oral presentations using a style that clearly integrates the purpose of the communication.
- Use applied technology to support business functions utilizing computer software programs to include word processing, spreadsheets, databases, presentation programs, email, and the Internet.
- Use critical and creative thinking skills to solve business problems with the ability to propose logical solutions that are clear and concise.
- Apply ethical standards as they relate to business dealings.
- Apply appropriate math skills for problem solving and analyze information presented in a variety of formats using both manual systems and computer software.

### DUAL CREDIT (2+2)

Students will receive credit for Business and Computer Information classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulated on agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.

### WORK BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (Cooperative Work Experience, OA 280) at a supervised work site. Department Chair approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract.

### RELATED EDUCATIONAL REQUIREMENTS (11 CREDITS)

All career and technical education degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be required to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
- BA 104	BUSINESS MATH.....	4
- BA 204	TEAMWORK DYNAMICS.....	3
- WR 121 Z	COMPOSITION I.....	4

### REQUIRED COURSES (32 CREDITS)

Courses are listed in suggested sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
- OA 280	- COOPERATIVE WORK EXPERIENCE.....	2
- BA 131	INTRO TO BUSINESS COMPUTING.....	4
- 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
- BT 242	DATABASE APPLICATIONS.....	4
- OA 116	OFFICE PROCEDURES.....	3
- OA 120	BUSINESS EDITING.....	3
- OA 240	RECORDS MANAGEMENT.....	3

**Total number of credits..... 46**

### ELECTIVES (3 CREDITS)

Electives may be selected from any lower division college level or Career & Technical courses.