

# Associate of Applied Science - Office Administration

## Program Description

The Office Administration degree program prepares students for entry-level employment in a variety of office settings. An emphasis in computer skills, management/leadership, medical office, or legal office may be obtained.

**Note:** Students are expected to have mastered basic keyboarding skills before beginning this program.

## Program Contacts

- Instructional Specialist: Holly Molina (holly.molina@yc.edu), telephone: (928) 776-2295
- Instructional Specialist: Mitzi Martin (mitzi.martin@yc.edu), telephone: (928) 776-2157
- Dean: Jill Fitzgerald (jill.fitzgerald@yc.edu), telephone: (928) 776-2277

## Program Outcomes

Upon successful completion of the Office Administration Degree program, the learner will be able to:

1. Communicate orally and in writing in the context of common business practice. (AHS 100, AHS 131, AHS 132, BSA 105, BSA 111, BSA 112, BSA 113, BSA 120, BSA 140, BSA 223, BSA 225, BSA 233, BSA 296, CSA 112, CSA 124, CSA 126, CSA 133, CSA 134, CSA 138, CSA 139, CSA 140, CSA 142, CSA 144, CSA 145, CSA 296, HIM 100, HIM 172, LAW 100)
2. Design, implement and maintain efficient procedures for accomplishing various office-related tasks. (ACC 121, BSA 111, BSA 112, BSA 113, BSA 120, BSA 130, BSA 140, BSA 223, BSA 225, BSA 233, BSA 296, CSA 110, CSA 124, CSA 126, CSA 133, CSA 134, CSA 138, CSA 139, CSA 140, CSA 142, CSA 144, CSA 145, CSA 172, CSA 296, HIM 100, HIM 172, LAW 101, LAW 107)
3. Work as a member of a team in an office environment to accomplish the goals of the organization. (BSA 111, BSA 112, BSA 113, BSA 120, BSA 140, BSA 223, BSA 225, BSA 233, BSA 296, CSA 110, CSA 296, HIM 100, LAW 101, LAW 107)
4. Use technology to organize information and complete office tasks more efficiently. (BSA 225, BSA 296, CSA 110, CSA 112, CSA 115, CSA 124, CSA 126, CSA 133, CSA 134, CSA 138, CSA 139, CSA 140, CSA 142, CSA 144, CSA 145, CSA 172, CSA 296, LAW 105, LAW 107)

## Program Requirements

A minimum of 60 credit hours is required to complete the Office Administration Degree.

Course	Course Title	Credit Hours
<b>I. General Education</b>		
<b>A. Foundation Studies (12 credits)</b>		
<b>1. College Composition or Applied Communication - Select Option a or b:</b>		
<b>a. Writing (6 credits)</b>		
Choose two courses from approved list		
<b>b. Writing AND Communication (6 credits)</b>		
Choose one course from each list		
<b>2. Numeracy (3 credits)</b>		
<b>3. Critical Thinking (3 credits)</b>		
<b>B. Area Studies (7 credits)</b>		
<b>1. Physical and Biological Science (4 credits)</b>		
<b>2. Behavioral OR Social Science (3 credits)</b>		
Choose one course from either list		
<b>II. Office Administration Requirements</b>		
ACC121	Introductory Accounting	3
BSA102	Career Search and Success	1
BSA105	Business English	3
BSA130	Business Financial Applications	3
BSA225	Admin Office Management	3
BSA233	Business Communications	3
CSA110	Intro Computer Info System	3
CSA112	Keyboarding Skill Building	1

Course	Course Title	Credit Hours
CSA138	Microsoft Excel	2
CSA139	Microsoft Access	2
CSA140	Microsoft Word	2
CSA142	Microsoft PowerPoint	2
<b>III. Select one Emphasis - A, B, C or D and complete the requirements</b>		
<b>A. Computer Skills Emphasis - Select 13 credit hours:</b>		
BSA111	Creative Leadership	1
BSA112	Lead: Juggling Mult Priorities	1
BSA113	Leading Out Loud	1
CSA124	Creating Dynamic Forms Adobe	2
CSA126	Microsoft Office	3
CSA133	Microsoft Publisher	2
CSA134	Microsoft Word Desktop Publish	2
CSA144	Create Web Page/Dreamweaver	3
CSA172	Microsoft Windows	2
CSA296	Internship: Computer Systems	3
<b>B. Management/Leadership Skills Emphasis - Select 13 credit hours:</b>		
BSA111	Creative Leadership	1
BSA112	Lead: Juggling Mult Priorities	1
BSA113	Leading Out Loud	1
BSA120	Principles of Supervision	3
BSA140	Human Relations in Business	3
BSA223	Human Resource Management	3
CSA126	Microsoft Office	3
BSA296	Internship: Business Admin.	3
<b>C. Medical Office Emphasis - Select 13 credit hours:</b>		
AHS100	Fundamentals of Health Care	3
AHS130	Medical Term for Patient Care	3
BSA111	Creative Leadership	1
BSA112	Lead: Juggling Mult Priorities	1
BSA113	Leading Out Loud	1
HIM110	Intro to Hlth Info Mgmt	3
HIM173	Legal & Ethical Aspects of HIM	2
<b>D. Legal Office Emphasis - Select 13 credit hours:</b>		
BSA111	Creative Leadership	1
BSA112	Lead: Juggling Mult Priorities	1
BSA113	Leading Out Loud	1
CSA172	Microsoft Windows	2
LAW100	Intro to Paralegal Studies	3
LAW101	Legal Ethics & Prof Respsblty	1
LAW105	Legal Computer Apps	2
LAW107	Law Office Management	3