

# Office Administration



## Business Technologies Division

### For Program Questions:

Von Plessner  
Dean of Business Technologies  
(419) 267-1351  
vplessner@northweststate.edu

### For Admissions Questions:

NSCC Admissions Office  
(419) 267-1320  
admissions@northweststate.edu



[www.northweststate.edu](http://www.northweststate.edu)

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(312) 263-0456

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## Office Administration

### *Associate of Applied Business in Office Administrative Services*

A management team is complete only with a qualified administrative staff. The Office Administrative Services program develops well-trained graduates for positions in business and in governmental agencies as principal assistants to the managers and administrators of industrial corporations, financial institutions, colleges and schools, hospitals, clinics, law firms, governmental agencies and small businesses.

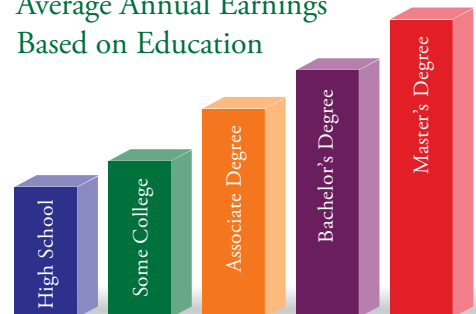
Graduates' skills include records management, keyboarding on computers, operating word processing software programs on the PC, accounting and the composition of business letters and reports. They also prioritize work, process mail, arrange business trips, make appointments, answer the telephone, operate photocopy machines and assist in routine office duties. They may supervise other office employees.

## Career Outlook

This occupation is one of the largest in the United States. Employment opportunities should be very good, especially for those who have obtained excellent communication skills. Although many of the tasks that secretaries and administrators perform have become automated, it will be those tasks which require personal contact and communication which will continue to play a key role in the office activities of most organizations. Those duties include planning conferences, receiving clients, and giving staff instructions. It is expected that several hundred thousand secretarial positions will be open annually throughout the U.S.

## Education Pays

Average Annual Earnings  
Based on Education



2011-2012

Based on data from the Bureau of Labor Statistics

# Program Sequence

<i>First Semester</i>		<i>Credits</i>
CIS104*	Desktop Management	2
+ CIS112*	Microsoft Word	3
CIS119*	PowerPoint	1
ENG111	Composition I	3
OAS101*	College Keyboarding	3
+ OAS110	Records Management	3
		15

<i>Second Semester</i>		<i>Credits</i>
+ CIS113*	Microsoft Excel	3
CIS118*	Access	1
CIS138	Intermediate Access	1
ENG112	Composition II	3
+ OAS102	Keyboarding Applications	3
+ OAS105	Document Editing & Proofreading	2
	Science Elective	3
		16

<i>Third Semester</i>		<i>Credits</i>
+	Accounting Elective	4
CIS117*	Microsoft Publisher	1
OAS104*	Voice Recognition	1
+ OAS160	Administrative Technology & Procedures	3
+ OAS200	Speedbuilding	1
	Mathematics Elective	3
+	Technical Elective	3
		16

<i>Fourth Semester</i>		<i>Credits</i>
+	Business Elective	3
+ OAS249	Advanced Microsoft Suite	3
+ OAS291	Internship I	1
	Management Elective	3
	Humanities Elective	3
	Social Behavioral Science Elective	3
		16

***Total Program Credit Hours*** **63**

\* CIS090 Introduction to Computers & OAS090 Keyboarding Basics are prerequisites to CIS104, CIS112, CIS113, CIS117, CIS118, CIS119, OAS101 and/or OAS104. A Placement test is available for CIS090 & OAS090. See the Admissions Office.

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

*Course curriculum is subject to change. Please consult with an Academic Advisor for up-to-date information.*

