

Business - Administrative Assistant Option

Associate in Applied Science

Minimum of 61 credit hours

In today's business world, administrative assistants play an even greater role than in years past. If you're good at multi-tasking, working with and for others and essentially managing an office, this associate degree program might be what you're looking for. Through this program, you'll learn modern office operations as well as the traits that will make you invaluable to any business office team.

This program is approved by the Accreditation Council for Business Schools and Programs (ACBSP).

Your first step will be to contact and work with a faculty advisor to become enrolled in this degree at Oklahoma City Community College.

Course Sequence

| Course ID | Course Name | Credits | Type | Min Gd |
|---|---|---------|-------------|--------|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | Success in College and Life | 1 | Life Skills | |
| ENGL 1113 | English Composition I | 3 | Gen Ed | |
| POLSC 1113 | American Federal Government | 3 | Gen Ed | |
| BUS 1013 | Introduction to Business | 3 | Major | C |
| BUS 1113 | Computer Keyboarding | 3 | Major | C |
| BUS 1713 | Beginning Word Processing | 3 | Major | C |
| Suggested Freshman 2nd Semester | | | | |
| BUS 2473 | Business Spreadsheet Applications | 3 | Major | C |
| BUS 2033 | Business Communication | 3 | Major | C |
| ENGL 1213 | English Composition II | OR | Gen Ed | |
| ENGL 1233 | Technical Writing for the Workplace | OR | Gen Ed | |
| COM 1123 | Interpersonal Communications | OR | Gen Ed | |
| COM 2213 | Intro to Public Speaking | 3 | Gen Ed | |
| BUS 2363 | Intermediate Word Processing | 3 | Major | C |
| BUS 2123 | Administrative Office Systems | 3 | Support | C |
| Suggested Sophomore 1st Semester | | | | |
| ACCT 2113 | Accounting I/Financial | 3 | Major | C |
| BUS 2043 | Business Ethics | 3 | Gen Ed | |
| BUS 2423 | Administrative Office Procedures | 3 | Support | C |
| BUS 2433 | Office Information Processing | 3 | Support | C |
| FA GEN | Faculty Approved General Education Elective | 3 | Gen Ed | |
| Suggested Sophomore 2nd Semester | | | | |
| HIST 1483 | U.S. History to The Civil War | OR | Gen Ed | |
| HIST 1493 | U.S. History Since The Civil War | 3 | Gen Ed | |
| BUS 2463 | Applied Graphics for Business | 3 | Support | C |
| BUS 2523 | Automated Records Management | 3 | Support | C |
| ECON 2123 | Principles of Microeconomics | 3 | Major | |
| BUS 2663 | Career Education/internship | 3 | Support | |

Course Grouping

Major Courses: (24 credit hours) (C)ACCT 2113; (C)BUS 1013; (C)BUS 1113; (C)BUS 1713; (C)BUS 2033; (C)BUS 2363; (C)BUS 2473; (C)ECON 2123

General Education Courses: (18 credit hours) English: ENGL 1113 and one of the following: COM 1123; COM 2213; ENGL 1213; ENGL 1233;

Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; Business: BUS 2043; General Education Electives: Three credit hours of Faculty Approved Electives

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (18 Credit Hours) Business: (C)BUS 2123; (C)BUS 2423; (C)BUS 2433; (C)BUS 2463; (C)BUS 2523; (C)BUS 2663

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

ACCT 2113 - Accounting I/Financial

Prerequisites: MATH 0403 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 Credits Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

BUS 1013 - Introduction to Business

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 Credits The student will become familiar with the economic and social setting of business in the world and the structure of business and management of human and fiscal resources. The student will be able to demonstrate an understanding of these concepts as they are related to American business operations and public policy.

BUS 1113 - Computer Keyboarding

Prerequisites: ENGL 0106 or adequate placement score.

3 Credits The student will master the keyboard by touch and begin development of acceptable speed and accuracy levels on the alphabetic and alphanumeric keyboard and the ten-key number pad. Formatting of basic documents is also included. This course satisfies the computer proficiency requirement.

BUS 1713 - Beginning Word Processing

Prerequisites: ENGL 0106 or adequate placement score.

3 Credits Students will use word processing software to create, modify, store, retrieve, and print documents. Word processing features include create, edit, print, format, spell-check, thesaurus, file management, find/replace and tables and graphics. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software. This course satisfies the computer proficiency requirement.

BUS 2033 - Business Communication

Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are

emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

BUS 2043 - Business Ethics

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 Credits Student will explore standards of honesty and honorable human conduct in the world of business, focusing on how people's plans and intentions affect others.

BUS 2123 - Administrative Office Systems

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 Credits This course is designed to emphasize the management procedures of various office environments. Topics include ethics, employer-employee relations, layout and space design, work simplification, cost control, human relations, office personnel policies and business information systems.

BUS 2363 - Intermediate Word Processing

Prerequisites: (R) (W), MATH 0203 or adequate math placement test score, BUS 1713 with a minimum grade of "C" or better.

3 Credits Students will extend basic word processing knowledge and skill to include proficiency in producing office correspondence. Emphasis will be on formatting, proofreading, using advanced features of word processing software, and increasing production speed. This course satisfies the computer proficiency requirement.

BUS 2423 - Administrative Office Procedures

Prerequisites: BUS 2033, BUS 2473; Corequisite: BUS 2363

3 Credits The student will study ethics, traits, duties, attitudes and responsibilities of a professional administrative assistant. Students will use the computer to produce mailable documents, travel itineraries, minutes of meetings, and various other office documents with emphasis on grammar/punctuation, proofreading, editing, and decision making skills. Lecture/Lab

BUS 2433 - Office Information Processing

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures, MATH 0203 or adequate math placement test score, BUS 1113 and BUS 1713 with a minimum grade of "C" or better.

3 Credits Students will use the computer to produce mailable documents with emphasis on business vocabulary, proofreading, editing, transcription, and decision making skills. Managerial dictation techniques will be introduced. Lecture/Lab. This course satisfies the computer proficiency requirement.

BUS 2463 - Applied Graphics for Business

Prerequisites: BUS 1713

3 Credits This course is an introduction to the use of computer-generated pictures, charts, and graphs. Students will complete a variety of documents such as flyers, brochures, newsletters, and business cards using industry standard desktop publishing software, graphics, and effective design conventions. This course will assist students in producing documents that communicate effectively through good design and application of basic concepts of desktop publishing. This course satisfies the computer proficiency requirement.

BUS 2473 - Business Spreadsheet Applications

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures, MATH 0203, or adequate math placement test score.

3 Credits The student will develop ten-key by touch skills. Students will format spreadsheets using effective design principles, enter common spreadsheet formulas and functions, sort data, and use graphic/chart features to solve business problems. Appropriate industry standard spreadsheet software programs will be used. This course satisfies the computer proficiency requirement.

BUS 2523 - Automated Records Management

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 Credits Utilizing simulated office records, the student will use correct records-management techniques in the creation, storage and disposition of materials in a variety of business situations. The course will involve the study and practice of various Association of Records Managers and Administrators (ARMA) filing methods integrating the use of the computer to control and manage a file system. Lecture/Lab

BUS 2663 - Career Education/ Internship

Prerequisites: (R) (W), MATH 0203 or adequate math placement test score. A grade of "C" or better in BUS 1113, BUS 1713 and BUS 2473, and by evaluation.

3 Credits This course will assist students in earning academic credit in a planned process that integrates academic preparation with supervised work experience. Students will work in an approved office environment with cooperating employers for a specified period of time. Successful completion of this course is determined through employer evaluation and through completion of projects demonstrating skills and knowledge of program content overseen by Business/AOT faculty.

COM 1123 - Interpersonal Communications

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - Intro to Public Speaking

Prerequisites: ENGL 0106 or adequate placement score

3 Credits Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ECON 2123 - Principles of Microeconomics

Prerequisites: MATH 0303 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 Credits The student will apply microeconomic theories in analyzing concepts by which business maximizes profit, consumers maximize satisfaction, government allocates goods and services, and international trade affects the domestic economy.

ENGL 1113 - English Composition I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits The student will write well-developed compositions which demonstrate the principles of unity, coherence, and

organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - English Composition II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - Technical Writing for the Workplace

Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals, and composing instructions..

FA GEN - Faculty Approved General Education Elective

3 Credits Faculty approved General Education elective

HIST 1483 - U.S. History to The Civil War

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's

search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History Since The Civil War

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

POLSC 1113 - American Federal Government

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - Success in College and Life

Prerequisites: ENGL 0106 or adequate reading/writing assessment scores

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans to satisfy the Life Skills requirement.