



Office Administration

Program Information

As part of the Business and Services Technology Division at Trenholm State Community College, the Office Administration program prepares the student for a career in a professional office environment. As the business office relies increasingly on technology, organizations need well-trained, capable individuals to ensure that daily tasks are handled efficiently and effectively. In the Office Administration program, students will learn the technical and interpersonal skills that will make them key players in day-to-day operations. Students will study the current Microsoft Office applications including word processing, spreadsheets, databases, desktop publishing, and other communications technologies, allowing them to develop critical thinking and problem solving skills that will move them to the top of an organization's must-hire list.

The Office Administration Program at H. Councill Trenholm State Community College covers all aspects of the office profession and incorporates hands-on, in-depth training with current software packages to prepare students for administrative support careers. Students study computers, office systems and procedures, while skills such as communication, organization and interpersonal relations are also emphasized.

Occupational Choices

Employment of office and administrative support occupations is projected to grow 3 percent from 2014 to 2024 which will result in about 466,500 new jobs (earnings can range from entry level positions to much higher incomes for certified and experienced individuals).

Sources: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2017 Edition, 2015 Survey.

Average Full-Time Wage

The median annual wage for office and administrative support occupations was \$36,500 (\$17.55 per hour) in May 2016.

Sources: Bureau of Labor and Statistics Occupational Outlook Handbook, 2016-2017 Edition, 2015 Survey.

Awards Available

Associate of Applied Science
Office Administration

Certificate
Office Administration

Program Contact

Ann Vernon
Program Coordinator/Instructor
334-420-4471
Location: Library Tower - 2nd Floor

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

Estimated Program Length & Cost *

<u>Award</u>	<u>Length</u>	<u>Credit Hours</u>	<u>Tuition Fees</u>	<u>Books</u>	<u>Tools</u>	<u>Supplies</u>
Associate Degree	6 Terms	70	\$10,850	\$3,550	0	\$300
Certificate	4 Terms	40	\$6,200	\$2,300	0	\$175

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

Associate of Applied Science Office Administration

General Education Requirements (18-19 hours)

Area I - Written Composition (6 hours)

ENG-101	English Composition I	3
ENG-102	English Composition II	3
ENG-130	Technical Report Writing	3

Area II - Humanities & Fine Arts (3 hours)

(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

Note: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

Arts:

ART-100	Art Appreciation	3
MUS-101	Music Appreciation	3

Humanities:

PHL-106	Intro to Philosophy	3
PHL-200	Ethics in the Workplace	3
PHL-206	Ethics & Society	3
PHL-210	Ethics and the Health Sciences	3
REL-100	History of World Religions	3
REL-151	Survey of Old Testament	3
REL-152	Survey of New Testament	3
SPA-101	Intro Spanish I	3
SPA-102	Intro Spanish II	3
SPH-106	Fundamentals of Oral Comm	3
SPH-107	Fundamentals of Public Speaking	3

Literature:

ENG-251	American Literature I	3
ENG-252	American Literature II	3
ENG-261	English Literature I	3
ENG-262	English Literature II	3
ENG-271	World Literature I	3
ENG-272	World Literature II	3

Area III - Natural Science & Mathematics (6-7 hours)

(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

Note: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

Mathematics:

MTH-100	Intermediate Algebra	3
MTH-103	Intro to Technical Mathematics	3
MTH-104	Plane Trigonometry	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3
MTH-116	Mathematical Applications	3

Natural Sciences:

BIO-101	Introduction to Biology I	4
BIO-102	Introduction to Biology II	4
BIO-103	Principles of Biology I	4
BIO-104	Principles of Biology II	4
BIO-201	Human Anatomy & Physiology I	4
BIO-202	Human Anatomy & Physiology II	4
PHS-111	Physical Science I	4

PHS-112	Physical Science II	4
PHY-120	Introduction to Physics	4

Area IV - History, Social & Behavioral Sciences (3 hours):

(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

Note: Must complete 3 semester hours.

History:

HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-121	World History I	3
HIS-122	World History II	3
HIS-201	United States History I	3
HIS-202	United States History II	3

Social and Behavioral Sciences:

PSY-200	General Psychology	3
PSY-210	Human Growth and Development	3
SOC-200	Introduction to Sociology	3
POL-200	Introduction to Political Science	3
POL-211	American National Government	3

Area V: Pre-Professional/College Requirements:

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

ORI-101	Orientation to College	1
CIS-146	Microcomputer Applications	3
CIS-149	Introduction to Computer	3
OAD-101	Beginning Keyboarding	3
OAD-104	Advanced Keyboarding	3
OAD-125	Basic Word Processing	3
OAD-126	Advanced Word Processing	3
OAD-135	Financial Record Keeping	3
OR ACT-141	Basic Acct Principles	
OAD-138	Records & Info Management	3
OAD-200	Machine Transcription	3
OAD-217	Office Management	3
OAD-218	Office Procedures	3
OAD-230	Desktop Publishing	3
OAD-243	Spreadsheet Applications	3
OAD-244	Database Concepts	3
OAD-246	Office Graphics and Presentations	3
OAD-293	Office Internship	3
Electives	6 hours (Approval of Advisor)	6

Electives:

BUS-104	Introduction to Business	3
BUS-249	Payroll Accounting	3
CIS-203	Intro to the Information Highway	3
CIS-249	Microcomputer Operating Systems	3
MAT-101	Medical Terminology	3
MAT-120	Medical Admin Procedures I	3
OAD-127	Business Law	3
OAD-130	Electronic Calculations	3

*OAD-110 and OAD-127 – These courses were used to calculate contact hours which may vary, depending on elective courses selected.

Area V Credit Hours: 55 Total Credit Hours: 70

Certificate Office Administration

General Education Requirements (9 hours)

Area I - Written Composition (3 hours)

ENG-101	English Composition I	3
ENG-102	English Composition II	3
ENG-130	Technical Report Writing	3

Area II - Humanities & Fine Arts (3 hours)

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PHS-112	Physical Science II	4
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OAD-135	Financial Record Keeping	3
	OR ACT-141 Basic Acct Principles	
OAD-138	Records and Info Management	3
OAD-200	Machine Transcription	3
OAD-243	Spreadsheet Applications	3
OAD-244	Database Management Concepts	3

Area V Credit Hours: 31

Total Credit Hours: 40

Course Descriptions Office Administration

Course #	Course Title	Credit Hours
OAD-101	BEGINNING KEYBOARDING	3
	PREREQUISITE: None This course is designed to enable the student to use the touch method of keyboarding. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables.	
OAD-104	ADVANCED KEYBOARDING	3
	PREREQUISITE: OAD-101 This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy in the production of business documents.	
OAD-125	BASIC WORD PROCESSING	3
	PREREQUISITE: OAD-101 This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports.	
OAD-126	ADVANCED WORD PROCESSING	3
	PREREQUISITE: OAD-125 This course is designed to increase student proficiency in using advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.	
OAD-127	BUSINESS LAW	3
	PREREQUISITE: None This course introduces the student to the fundamentals of business law affecting consumers and citizens. Emphasis is on contracts, sales, and commercial papers. Upon completion, the student should be able to demonstrate an understanding of legal issues affecting business transactions.	
OAD-130	ELECTRONIC CALCULATIONS	3
	PREREQUISITE: None This course is designed to give students a job-level competency in using the ten-key touch method and develop the student's ability to solve common business problems with an electronic display-printing calculator. Emphasis is placed on basic mathematical functions in a business context. Upon completion students will be able to perform basic electronic calculating at an acceptable rate of speed and accuracy.	
OAD-135	FINANCIAL RECORD KEEPING	3
	PREREQUISITE: None This course is designed to provide the student with an understanding of the accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation.	
OAD-138	RECORD INFORMATION MANAGEMENT	3
	PREREQUISITE: None This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.	
OAD-200	MACHINE TRANSCRIPTION	3
	PREREQUISITE: OAD-104 This course is designed to develop student's skills in transcribing various forms of dictated material. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.	

Course #	Course Title	Credit Hours
OAD-217	OFFICE MANAGEMENT	3
	PREREQUISITE: None	
	This course is designed to develop skills necessary for supervising office functions. Emphasis is on achieving the goals of business in a culturally diverse workplace, office organization, teamwork, workplace ethics, office politics, and conflict-resolution. Upon completion, the student should be able to demonstrate skills needed to effectively supervise people and technology in the modern office.	
OAD-218	OFFICE PROCEDURES	3
	PREREQUISITE: None	
	This course is designed to develop an awareness of the responsibilities and opportunities of the office professional. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.	
OAD-230	COMPUTERIZED DESKTOP PUBLISHING	3
	PREREQUISITE: OAD-125	
	This course is designed to introduce the student to the elements and techniques of page design, layout, and typography through classroom instruction and lab exercises. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.	
OAD-243	SPREADSHEET APPLICATIONS	3
	PREREQUISITE: Permission of Instructor	
	This course provides the student with skills needed in performing spreadsheet tasks. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to design, format, and graph effective spreadsheets.	
OAD-244	DATABASE CONCEPTS	3
	PREREQUISITE: Permission of Instructor	
	This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output such as documents and reports.	
OAD-246	OFFICE GRAPHICS AND PRESENTATIONS	3
	PREREQUISITE: OAD-104 or Permission of Instructor	
	This course focuses on producing business slides and presentations. Emphasis is on software tools, presentation options, design, and presentation considerations. Upon completion, the student should be able to design and produce a business presentation.	
OAD-293	OFFICE INTERNSHIP COOP	3
	PREREQUISITE: Permission of Instructor	
	This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.	