



GET STARTED ON AN IN-DEMAND CAREER.

BUSINESS OFFICE PROFESSIONAL

Associate of Applied Business

JOB OPPORTUNITIES FOR GRADUATES

The Business Office Professional program prepares you for careers in office and administrative support, executive secretary, executive administrative assistant, receptionists/information/customer service representative, office clerk, and secretary.

You will learn the skills necessary to accomplish many creative and demanding tasks in today's office, while learning a professional foundation for success in a business environment. Course content incorporates the latest technology and software programs. You will complete a professional portfolio as a part of the program.

The medical support certificate is fully embedded within this degree, allowing you to be eligible for positions within a healthcare facility.

SALARY OUTLOOK - 2018-2028

Office and administrative support	\$36,379
Office clerk	\$32,115
Executive secretary/ executive administrative assistant.	\$53,976
Secretary/administrative assistant	\$34,798
Receptionists/information clerk	\$31,408

LOCATION

Toledo-area Campus
Hybrid

OTHER PROGRAM INFORMATION:

Some courses in this degree may require students to take online courses. For more info on these programs and others in the School of Business, Hospitality Management and Public Safety, go to owens.edu/business or call (567) 661-7280.

The Business Technologies Department works closely with local businesses and organizations to secure internships and employment opportunities for students and to assure program courses are relevant with current business practices and technology. Each student in the program will complete a 150 hour co-op work experience.

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Office of Admissions

Toledo-area Campus - (567) 661-7777
Findlay-area Campus - (567) 429-3509

School of Business, Hospitality Management and Public Safety

(567) 661-7280
business@owens.edu



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PROGRAM CURRICULUM

BUSINESS OFFICE PROFESSIONAL Associate of Applied Business

1ST SEMESTER

**If keyboarding proficient (25wpm) complete and pass the proficiency test for OAD 100 and then enroll in OAD 101.*

BUS 102	College & Career Professional	Credits: 3(Lec: 3)
HIT 125	Language of Medicine	Credits: 3(Lec: 3)
IST 131	Computer Concepts and Apps	Credits: 3(Lec: 3)
OAD 100	Beginning Keyboarding	Credits: 2(Lec: 2)
OAD 135	Intro to Office Administration	Credits: 3(Lec: 3)

2ND SEMESTER

ENG 111	Composition I *	Credits: 3(Lec: 3)
or		
ENG 111P	Composition I Plus *	Credits: 4(Lec: 4)
IST 132	Data Mgmt Using Excel & Access	Credits: 3(Lec: 3)
MTH 133	Quantitative Reasoning *	Credits: 3(Lec: 3 Lab: 1)
OAD 102	Word Processing Apps-Word	Credits: 3(Lec: 3)
OAD 150	Medical Scribe Introduction	Credits: 2(Lec: 2)
OAD 264	Medical Office Procedures	Credits: 3(Lec: 3)

3RD SEMESTER

ACC 100	Accounting for Small Business	Credits: 3(Lec: 3)
BUS 101	Contemporary Business	Credits: 3(Lec: 3)
OAD 110	Bus & Profession Communication	Credits: 3(Lec: 3)
OAD 140	Office Procedures	Credits: 3(Lec: 3)
OAD 270	Presentation Mgmt-Power Point	Credits: 3(Lec: 3)

4TH SEMESTER

BUS 105	Effective Human Relations	Credits: 3(Lec: 3)
ECO 201	Microeconomics *	Credits: 3(Lec: 3)
OAD 293	Office Admin Internship Work Exp	Credits: 2(Lec: 1 Other: 10)
PHL 102	Principles of Ethics *	Credits: 3(Lec: 3)
_____	Social and Behavioral Sciences Elective	Credits: 3(Lec: 3)

*Ohio Transfer Module Course

More information about the Ohio Transfer Module Course can be found at www.ohiohighered.org/transfer/transfermodule



STUDENT TESTIMONIALS

"Earlier this week I was promoted! Before I was an Administrative Assistant, now I'm the Program and Office Coordinator for my organization! I have additional responsibilities and couldn't be happier!"

"I really enjoy instructors who are passionate about what they are teaching. Every one of you made me enjoy coming to class."

"I just recently got hired as a medical office manager. I wanted to thank you for all that you helped me with and also the mock interviews we did were a great help. My boss told me he was very impressed with my interview and portfolio. I couldn't have done it without you and all my other teachers at Owens, so thank you so much for educating me and helping me with everything. I am extremely excited to be an office manager and so far I love it!"

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Your success starts here.