

GET STARTED ON AN IN-DEMAND CAREER.



ADMINISTRATIVE OFFICE COORDINATOR

Associate of Applied Business

RELATED CERTIFICATES AND DEGREES

Medical Office Support Degree
Office Administration Degree

JOB OPPORTUNITIES FOR GRADUATES

The Administrative Office Coordinator major prepares you for a career as an office coordinator, executive secretary/executive administrative assistant, or office and administrative support worker/manager. Skill building training in computer applications, project coordination and supervision, as well as web content and electronic data management, are provided to prepare you for today's competitive workplace. You will also complete a professional portfolio as part of this program.

SALARY

Receptionists and Information Clerks

Expected growth: 6.499% between 2014 and 2024
Salary: \$23,795

Executive secretary/executive administrative assistant

Salary: \$45,822

Office and Administrative Support Workers

Expected growth: 13% between 2014 and 2024
Salary: \$32,460



ACCREDITATION

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

LOCATION

Toledo-area Campus
Hybrid

STUDENT TESTIMONIALS

"Really helped me if I did not understand, great teacher! I feel like a master of Word now!" (OAD102)

"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."

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, Information and Public Service, go to www.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.

OWENS.EDU

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



OWENS
COMMUNITY COLLEGE

PROGRAM CURRICULUM

ADMINISTRATIVE OFFICE COORDINATOR

Associate of Applied Business

REQUIRED COURSES

The Age of Coursework for Information Systems Technology (IST) and Office Administration (OAD) courses is 6 years - chair approval required for courses beyond that.

1ST SEMESTER

If not keyboarding proficient (25wpm) enroll in OAD 100 followed by IST 131.

OAD 135	Intro to Office Administration	Credits: 3(Lec: 3)
IST 131	Computer Concepts and Apps	Credits: 3(Lec: 3)
OAD 100	Beginning Keyboarding	Credits: 2(Lec: 2)
ENG 111	Composition I *	Credits: 3(Lec: 3)
or		
ENG 111P	Composition I Plus *	Credits: 4(Lec: 4)
MTH 133	Quantitative Reasoning *	Credits: 3(Lec: 3 Lab: 1)
SUP 101	On Being a Supervisor	Credits: 1(Lec: 1)

2ND SEMESTER

OAD 102	Word Processing Apps-Word	Credits: 3(Lec: 3)
ENG 112	Composition II *	Credits: 3(Lec: 3)
or		
HON 201	Interpretations Seminar *	Credits: 3(Lec: 3)
BUS 101	Contemporary Business	Credits: 3(Lec: 3)
OAD 270	Presentation Mgmt-Power Point	Credits: 3(Lec: 3)
ACC 101	Introductory Financial Acct	Credits: 3(Lec: 3)
BUS 200	The Legal Environment of Bus	Credits: 3(Lec: 3)

3RD SEMESTER

ECO 201	Microeconomics *	Credits: 3(Lec: 3)
OAD 110	Bus & Profession Communication	Credits: 3(Lec: 3)
IST 235	Spreadsheet Applications-Excel	Credits: 3(Lec: 3)
ACC 102	Introductory Managerial Acct	Credits: 3(Lec: 3)
_____	Social and Behavioral Science Elective	Credits: 3 (Lec:3)
	<i>PSY 101 recommended</i>	

4TH SEMESTER

OAD 220	Workplace Technologies	Credits: 3(Lec: 3)
ACC 239	Quickbooks	Credits: 3(Lec: 3)
BUS 205	Human Resource Management	Credits: 3(Lec: 3)
BUS 120	Principles of Management	Credits: 3(Lec: 3)
OAD 293	Office Admin Co Op Work Exp	Credits: 2(Lec: 1 Other: 10)



*Ohio Transfer Module Course

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

STUDENT TESTIMONIALS

"I just recently was 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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