

**GET STARTED ON AN
IN-DEMAND CAREER.**



OFFICE ADMINISTRATION TECHNOLOGY

Associate of Applied Business

JOB OPPORTUNITIES FOR GRADUATES

The Office Administration 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.

SALARY

Job outlook: Administrative assistants are expected to grow as much as 14% with a salary range from \$28K to \$51K.

Office and administrative support - \$32,460 - growth: 3-7%

Office clerk - \$28,670 - growth: 3-7%

Executive secretary/executive administrative assistant - \$51,270
- growth: -2% to +2%

Secretary/administrative assistant - \$33,240 - growth: 8-14%

Receptionists/information clerk - \$28,670 - growth: 3-7%

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, 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. Each student in the program will complete a 150 hour co-op work experience.



ACCREDITATION

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

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

OFFICE ADMINISTRATION TECHNOLOGY

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

1ST SEMESTER

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

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)
MTH 133	Quantitative Reasoning *	Credits: 3(Lec: 3 Lab: 1)
ENG 111	Composition I *	Credits: 3(Lec: 3)
or		
ENG 111P	Composition I Plus *	Credits: 4(Lec: 4)
BUS 101	Contemporary Business	Credits: 3(Lec: 3)

2ND SEMESTER

OAD 101	Document Formatting	Credits: 3(Lec: 3)
OAD 270	Presentation Mgmt-Power Point	Credits: 3(Lec: 3)
IST 132	Data Mgmt Using Excel & Access	Credits: 3(Lec: 3)
ENG 112	Composition II *	Credits: 3(Lec: 3)
or		
HON 201	Interpretations Seminar *	Credits: 3(Lec: 3)
_____	Social and Behavioral Sciences Elective	Credits: 3(Lec: 3)
	<i>*PSY 101 Recommended</i>	

3RD SEMESTER

OAD 140	Office Procedures	Credits: 3(Lec: 3)
BUS 205	Human Resource Management	Credits: 3(Lec: 3)
ACC 100	Accounting for Small Business	Credits: 3(Lec: 3)
OAD 110	Bus & Profession Communication	Credits: 3(Lec: 3)
OAD 102	Word Processing Apps-Word	Credits: 3(Lec: 3)

4TH SEMESTER

OAD 220	Workplace Technologies	Credits: 3(Lec: 3)
ECO 201	Microeconomics *	Credits: 3(Lec: 3)
ACC 239	Quickbooks	Credits: 3(Lec: 3)
OAD 293	Office Admin Co Op Work Exp	Credits: 2(Lec: 1 Other: 10)
OAD 215	Advanced Document Formatting	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.