

A.A.S. Office Administration



CROWDER COLLEGE

Office Administration Program

This program is designed to prepare students for office support positions. Office support personnel are needed in virtually every type of business and are essential in helping offices run effectively and efficiently. Crowder's Associate of Applied Science in Office Administration degree will give you the opportunity to develop expert skills in keyboarding, software applications, transcription, business communications, and office management. Students will be able to utilize innovative technology to enhance and improve office procedures, in addition, students will develop the interpersonal, decision making and analytical skills required in dealing with workplace problems and situations. Through Crowder's comprehensive Internship program, you will have the opportunity to gain valuable work experience in a business office setting ensuring that you gain the valuable skills and connections you'll need to succeed in today's job market.

Program Outcomes

- Support management in office administration
- Prepare business documents
- Manage records
- Demonstrate business communication skills
- Utilize appropriate office technology and software
- Execute the duties of an office administrator
- Employ key financial, managerial, marketing, relational and ethical business principles as it related to the office environment

Potential Careers

- Administrative Assistant
- Office Manager
- Executive Assistant
- Professional Assistant
- Office Supervisor
- Executive Secretary
- Customer Service Representative

Salary

For salary and wage information, visit missourieconomy.org or bls.gov

Contact

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For a Current Course of Study and Suggested Plan of Study, visit:
<http://www.crowder.edu/business>

For our current catalog, visit:
<http://www.crowder.edu>

Associate of Applied Science Office Administration

The Office Administration program at Crowder College enables students to gain skills and knowledge of computer software, office systems, office budgets, customer service, and human resources necessary in managing today's automated offices.

First Semester (Fall)		Hours	Third Semester (Fall)		Hours
COLL 101	College Orientation	1	BSAD 130	Business Communications*	3
ACCT 201	Principles of Accounting I	3	BSAD 215	Spreadsheets*	2
ENGL 101	English Composition I*	3	OA 108	Intro to Transcription (Fall only)	3
BMGT 223	Business Ethics	3	OA 113	Desktop Publishing (Fall only)	3
OA 107	College Keyboarding	3	OA 200	Word Processing (Fall only)	3
SPCH 101	Fundamentals of Speech*	3		Approved Business Elective	3
	TOTAL	16		TOTAL	17
Second Semester (Spring)			Fourth Semester (Spring)		
BSAD 125	Computer Applications	3	BSAD 103	Professional Development	2
ENGL 102	English Composition II*	3	BSAD 108	Personal Finance	3
HIST 106	U.S. History I (or PLSC 103)	3	BSAD 216	Database Management*	2
OA 102	Filing Systems/Records Mgt (Spring only)	3	OA 210	Office Admin Trans (Spring only)	3
BSAD 121	Business Math*	3	OA 211	Secretarial Off Procead (Spring only)	3
	TOTAL	15	OA 231	Office Administration Internship	2
				TOTAL	15
				TOTAL HOURS REQUIRED	63

*Prerequisite required

Getting Started

Complete an Application for Admission

\$25 application fee must accompany your application. Applications may be completed online by clicking the Apply Now! link

Take a Placement Exam: COMPASS or ACT

COMPASS is a computerized placement exam that will help your academic advisor place you in the correct English, Reading and Math classes. Call (417) 455-5602 or any off-campus site to schedule a testing time. For more information concerning COMPASS, please visit our website.

Review the Schedule of Classes

This will give you a chance to become familiar with the types of classes Crowder College has to offer. Check out the Course Schedules under the Academics tab on the "My Crowder" link.

Enroll During Open Enrollment

Check the website or Announcements for current dates.

Provide Your Academic History

Have your high school transcript or GED scores, plus any previous college transcripts, sent to our Records Office.

Make Payment Arrangements

Payment arrangements must be made by the first day of regular enrollment: cash, payment plan, scholarship, financial aid. Apply for financial aid online at www.fafsa.gov, Crowder College School Code: 002459. All A+ Program and CAMP students must complete the FAFSA.

Financial Aid

Various forms of financial aid are available to qualified students, including scholarships, loans and grants. Scholarship information and applications are available on the Crowder College website: www.crowder.edu. Students may complete the Free Application for Federal Student Aid online at: www.fafsa.gov